

## ENVIRONMENTAL AWARDS PROGRAM GUIDANCE

1. **BACKGROUND.** The Army has a tradition of recognizing excellence from its soldiers and staff, installations and communities. One such method is through environmental awards programs sponsored by Federal agencies. Through the Secretary of the Army (SECARMY) Environmental Awards Program, installations as well as teams and individuals, compete against their peers to become Army award winners, and go on to represent the Army in the Secretary of Defense (SECDEF) Environmental Awards Program.

2. **PROPONENCY.** The Deputy Assistant Secretary of the Army (ESOH) (DASA (ESOH)), Office of the Assistant Secretary of the Army (I&E), is the proponent for the SECARMY Environmental Awards Program. On behalf of the DASA(ESOH), the Assistant Chief of Staff for Installation Management (ACSIM) is responsible for management of the awards programs including providing guidance for the SECARMY and SECDEF Environmental Awards Programs.

### 3. ENVIRONMENTAL AWARDS PROGRAMS.

a. SECARMY Environmental Awards Program. The SECARMY program recognizes and rewards excellence for the development, management and transferability of environmental programs that increase environmental quality, enhance the mission and help make the Army sustainable. The SECARMY award categories are modeled after the SECDEF program and the award categories for a given year are the same.

b. SECDEF Environmental Awards Program.

(1) Each year the Secretary of Defense honors installations, teams, and individuals for outstanding work in DoD environmental programs. On February 10, 2000, the Environment, Safety and Occupational Health Policy Board (ESOHPB) approved 17 environmental security awards within the following six categories:

- (i) Natural Resources Conservation
- (ii) Cultural Resources Management
- (iii) Environmental Quality
- (iv) Pollution Prevention

(v) Environmental Restoration

(vi) Environmental Excellence in Weapon System Acquisition

(2) Additionally, the ESOHPB established a two-year cycle for all awards with large/small and non-industrial/industrial categories, changed the weapon system acquisition award from pollution prevention to environmental excellence, combined recycling with pollution prevention, and added an environmental quality overseas installation category.

#### 4. AWARD CATEGORIES, SCHEDULE and DEFINITIONS.

a. Award Categories. Detailed descriptions for each award category in the even and odd fiscal year competitions is provided in Appendices A and B respectively.

(1) Natural Resources Conservation Award. This award is presented in recognition of efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound management and use of the land and its resources including beneficial landscaping; and the promotion of a conservation ethic.

(2) Cultural Resources Management Award. This award is presented in recognition of efforts to promote the management of cultural resources, including historical buildings, archaeological sites, Native American items and sites, curation and the promotion of a cultural resources conservation ethic.

(3) Environmental Quality Award. This award is presented in recognition of efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements.

(4) Pollution Prevention Award. This award is presented in recognition of efforts to prevent pollution at the source, including practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources as well as participation in recycling programs.

(5) Environmental Restoration Award. This award is presented in recognition of efforts to protect human health and the environment by cleaning up identified DoD sites, in a cost-efficient and responsive manner.

(6) Environmental Excellence in Weapon System Acquisition. This award is presented in recognition of efforts to incorporate environmental, safety, and occupational health requirements into the weapon system acquisition program's decision making process.

b. Award Schedule. As stated previously, the SECARMY awards program is modeled after the SECDEF program and the award categories for a given year are the same.

(1) Categories by Fiscal Year. Each program consists of six primary award categories and a total of 17 different awards. Eight of the 17 awards are made available for competition during even fiscal years, while nine are provided during odd fiscal years. The schedule offers annual competition in each of the primary categories except “environmental excellence in weapon system acquisition”, accomplished by varying award [sub]categories from year-to-year. Subcategories are defined by “installation size”, “industrial vs. non-industrial” and whether the award is classified as an “installation or team/individual” award. The actual schedule is provided in the following table titled “Award Categories by Fiscal Year”.

Table. Award Categories by Fiscal Year.

Even Fiscal Years	Odd Fiscal Years
<b><u>Installation</u></b>	<b><u>Installation</u></b>
Natural Resources Conservation, Large	Natural Resources Conservation, Small
Cultural Resources Management	Cultural Resources Management
Environmental Quality, Industrial	Environmental Quality, Non-Industrial
Environmental Quality, Overseas	Pollution Prevention, Industrial
Pollution Prevention, Non-Industrial	Environmental Restoration
Environmental Restoration	
<b><u>Team/Individual</u></b>	<b><u>Team/Individual</u></b>
Cultural Resources Management	Natural Resources Conservation
Pollution Prevention	Environmental Quality
	Environmental Restoration
	<b><u>Team</u></b>
	Environmental Excellence in Weapon System Acquisition

(2) Timeline of Programs. An estimated timeline for key actions in the SECARMY and SECDEF awards programs is provided in Appendix C.

c. Definitions.

(1) Large Installation. Installations with more than 10,000 acres including leased and military-owned or administered outlying ranges or training practice areas.

(2) Small Installation. Installations with less than 10,000 acres including leased and military-owned or administered outlying ranges or training practice areas.

(3) Industrial Installation. An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. [Note: Ranges, test centers, research and development (R&D) centers, and civil works facilities (CWFs) should not compete in the industrial category.]

(4) Non-Industrial Installation. Ranges, test centers, research and development (R&D) centers, and CWFs should compete in the non-industrial category. (Note: Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should not compete in the non-industrial category.)

(5) Installation/CWF. The type or size of the installation does not matter.

(6) Team/Individual. This award is presented to any team or person. Teams must consist of two or more persons, at least one team member must be a Department of Army employee. If nominating for an individual award, the nominee must be a Department of Army employee.

5. ELIGIBILITY.

a. Compliance. Installations listed by the EPA in the Enforcement and Compliance History Online (ECHO) reporting system as either in Significant Noncompliance (SNC) or High Priority Violation (HPV) at any time during the period covered by the call for nominations are not allowed to participate in the SECARMY or SECDEF awards program. If a nominee is able to document that there was a mistake in being listed as SNC or HPV, they will be allowed to participate. Team and individuals at installations listed as SNC or HPV will be allowed to compete if program areas they are competing in are not responsible for the installation being listed. See Appendix D for additional information concerning EPA's ECHO system.

b. Previous Winners. Installation and individual/team winners from a prior year may compete in subsequent competitions in the same category using new accomplishments only. Prior winners may not use accomplishments for which they have already been recognized.

## 6. NOMINATION PROCEDURES.

a. Number of Nominees. Each Army Command, Army Service Component Command, Direct Reporting Unit (DRU) and the National Guard Bureau will be allowed to submit up to three nominations per subcategory. The Installation Management Agency will be allowed to submit up to 12 nominations per subcategory.

b. Period of Performance. Each award is for a two-year period of performance, including the current fiscal year. For example, the period of performance for the FY06 awards is 1 Oct 04 thru 30 Sept 06.

c. Nomination Submissions. Nominees shall electronically submit their nominations through their chain of command. The ACSIM memorandum to command/headquarters offices forwarding the "Call for Nominations" will provide email address(es) where nomination packets should be sent. Nominations will not be accepted directly from activity and installation level units unless agreed upon in advance by their higher command.

7. NOMINEE SUBMISSION REQUIREMENTS. Nomination packets must include a Nomination Cover Sheet, Write-Up and Supporting Information. Appendix E, "Developing a Winning Nomination" provides key points to consider when putting together a nomination package. Nominations should focus on the most outstanding program features from the preceding two fiscal years, inclusive of the award fiscal year. Outstanding program features are accomplishments achieved above and beyond the status quo.

a. Nomination Cover Sheet. Applicable data fields on the cover sheet must be completed, including the names of all team members for a team award. The Nomination Cover Sheet is provided in Appendix F.

b. Write-Up. The Nomination write-up consists of two (2) pages of accomplishments written in concise bullet format using single space and 10-pt Arial font. A third page of quantifiable data in the form of graphs, charts or data tables may be included.

c. Supporting Information. Supporting information consists of between four (4) and six (6) high quality digital photographs (minimum of 300 dots per inch) in a .jpg or .tif file format. Photographs are not to be imbedded in a PowerPoint file.

8. JUDGING. A panel of subject matter experts will convene to judge nominations for the SECARMY awards program and select a winner and first runner-up for each subcategory. The judges will evaluate nominations based on the following criteria.

a. How well the nominee managed the program and progress with implementation of an environmental management system and conformance with ISO 14001 standards.

b. The strength of the program's technical merits.

c. How well the program supported the military readiness/civil works mission, and how effectively management of significant environmental aspects was integrated into mission activities.

d. How effectively the program's lessons learned may be transferred to others.

e. Success in involving the base personnel, residents, and the local community in educational and community relation activities.

## 9. RECOGNITION OF WINNERS.

a. SECARMY Winners. Winners in the SECARMY competition will be notified telephonically and a general announcement for release by Army installation PAOs will be provided around January. Recognition typically includes: Presentation of a plaque by a SECARMY representative at the installation on or about Earth Day, Letter of congratulations from the ACSIM, and representing the U.S. Army in the SECDEF Environmental Awards Program. Army winners will be coordinated with to provide assistance in preparing their respective nomination packet for consideration in the SECDEF competition.

b. SECDEF Winners. Past winners have received: A Pentagon tour; office call with SECARMY dignitaries; presentation of awards at SECDEF ceremony in the Pentagon Auditorium; reception in the Executive Dining Room; digital photographs of event; a Star Note from the Chief of Staff and in some cases an invitation to Capitol Hill to meet with House and/or Senate Representatives.

## APPENDIX A

### EVEN FISCAL YEAR AWARD CATEGORIES

#### **NATURAL RESOURCES CONSERVATION**

##### **LARGE INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

##### **Natural Resource Management**

Address how the program enhanced natural resources and biodiversity on the installation above and beyond regulatory requirements. Highlight management techniques including use of an environmental management system and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the Integrated Natural Resources Management Plan, its status including the overall benefit to the installation. Include efforts to address economic, social and environmental factors. Annotate timelines and milestones achieved. Address efforts to share lessons learned and accomplishments.

##### **Mission Enhancement**

Address how natural resource management programs implemented by the installation enable Soldiers maximum access to training lands. Highlight cooperative efforts between environmental and mission personnel and the benefits resulting from the cooperative efforts. Include efforts to educate personnel on sustainable natural resource management practices and conservation laws. Highlight improvements (cost savings, reduction/elimination of notice of violations, habitat restoration/preservation, etc) resulting from these cooperative efforts. Highlight benefits of increased mission efficiencies and range applications where applicable.

##### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of the environment and natural resources. Include efforts to share demonstration/validation activities. Address benefits derived from partnership and volunteer efforts. Include programs to educate the community on natural resources regulations and enforcement programs. List awards received, especially recognition from agencies outside of the Department of Defense. Address efforts to educate the public on the mission and training needs of the installation.

## **CULTURAL RESOURCES MANAGEMENT**

### **INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Cultural Resource Management**

Address how the program enhances awareness and appreciation of cultural resources and artifacts and sites of historic and/or cultural importance on the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the status of the installation's Integrated Cultural Resources Management Plan and any agreements developed between the nominee and other organizations (governmental and non-governmental). Address the inventory status of archeological resources, historic buildings, etc., and any adaptive reuse and tax credits received. Address the status of National Register eligibility nominations.

#### **Mission Enhancement**

Address how coordination of cultural resource management with other installation operations (range sustainment, construction, natural resource conservation, etc.), enhances mission operations and installation sustainability. Highlight improvements resulting from these cooperative efforts. Highlight how program improvements have enabled maximum access to training lands where applicable. Include efforts to educate Soldiers and other personnel of the importance of cultural resource preservation. Include creative management techniques implemented to address both cultural resource preservation and mission objectives. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of cultural and archaeological sites and artifacts. Include provisions for identifying, protecting and granting access to cultural sites and artifacts. List awards received, especially recognition from outside sources. Identify partnerships/cooperative efforts with community groups, universities and governmental and non-governmental agencies. Include volunteer programs and volunteer hours contributed. Comment on the overall benefits of outreach/education programs. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.



## **CULTURAL RESOURCES MANAGEMENT**

### **INDIVIDUAL/TEAM AWARD CATEGORY**

Areas to address include:

#### **Cultural Resource Management**

Address how the program enhances awareness and appreciation of cultural resources and artifacts and sites of historic and/or cultural importance on the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the status of the installation's Integrated Cultural Resources Management Plan and any agreements developed between the nominee and other organizations (governmental and non-governmental). Address the inventory status of archeological resources, historic buildings, etc., and any adaptive reuse and tax credits received. Address the status of National Register eligibility nominations.

#### **Mission Enhancement**

Address how coordination of cultural resource management with other installation operations (range sustainment, construction, natural resource conservation, etc.), enhances mission operations and installation sustainability. Highlight improvements resulting from these cooperative efforts. Highlight how program improvements have enabled maximum access to training lands where applicable. Include efforts to educate Soldiers and other personnel of the importance of cultural resource preservation. Include creative management techniques implemented to address both cultural resource preservation and mission objectives. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of cultural and archaeological sites and artifacts. Include provisions for identifying, protecting and granting access to cultural sites and artifacts. List awards received, especially recognition from outside sources. Identify partnerships/cooperative efforts with community groups, universities and governmental and non-governmental agencies. Include volunteer programs and volunteer hours contributed. Comment on the overall benefits of outreach/education programs. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **ENVIRONMENTAL QUALITY**

### **INDUSTRIAL INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss how the program is protective of human health and the environment, as well as its importance to the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include information on attainment of goals, innovative program accomplishments and cost savings data. Identify efforts to reduce mitigation cost and requirements through cooperative efforts in environmental design. Include efforts to address economic, social and environmental factors, including environmental justice issues. Highlight alternative/innovative management approaches, technologies, and staffing (all media areas). Highlight how innovations in one program area had a positive impact on other program areas. Quantify the data where applicable.

#### **Mission Enhancement**

Highlight significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight sustainable practices, parties involved and benefits to installation/mission sustainability. Identify successful training programs aimed at educating Soldiers and other installation personnel on sustainable practices, environmental regulations and policy and the resulting benefits to the installation. Highlight how program improvements have enabled maximum access to training lands where applicable. Identify green procurement programs, material substitutions and process changes that have benefited the environment. Quantify the benefits/results of successful program implementation.

#### **Community Involvement and Outreach**

Highlight programs and activities that enhance environmental awareness and community outreach. Discuss management techniques and coordination with other agencies and program areas that foster long-term goals and installation sustainability. Address benefits derived from partnership and volunteer programs include hours contributed. Include efforts to share demonstration/validation activities. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. List awards received, especially recognition from agencies outside of the Department of Defense. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **ENVIRONMENTAL QUALITY**

### **OVERSEAS INSTALLATION AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss how the program is protective of human health and the environment, as well as its importance to the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include information on attainment of goals, innovative program accomplishments and cost savings data. Identify efforts to reduce mitigation cost and requirements through cooperative efforts in environmental design. Include efforts to address economic, social and environmental factors, including environmental justice issues. Highlight alternative/innovative management approaches, technologies, and staffing (all media areas). Highlight how innovations in one program area had a positive impact on other program areas. Quantify the data where applicable.

#### **Mission Enhancement**

Highlight significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight sustainable practices, parties involved and benefits to installation/mission sustainability. Identify successful training programs aimed at educating Soldiers and other installation personnel on sustainable practices, environmental regulations and policy and the resulting benefits to the installation. Highlight how program improvements have enabled maximum access to training lands where applicable. Identify green procurement programs, material substitutions and process changes that have benefited the environment. Quantify the benefits/results of successful program implementation.

#### **Community Involvement and Outreach**

Highlight programs and activities that enhance environmental awareness and community outreach. Discuss management techniques and coordination with other agencies and program areas that foster long-term goals and installation sustainability. Address benefits derived from partnership and volunteer programs include hours contributed. Include efforts to share demonstration/validation activities. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. List awards received, especially recognition from agencies outside of the Department of Defense. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **POLLUTION PREVENTION**

### **NON-INDUSTRIAL INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss innovations in pollution prevention (including recycling, affirmative procurement and green building) programs and the benefits derived from such programs. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Discuss alternative/innovative management approaches, technologies, and staffing. Highlight material substitution efforts, including benefits to the environment and cost savings data. Identify coordination with other agencies and program areas that foster long-term goals and installation/mission sustainability. Identify significant environmental objectives and challenges and innovative techniques used to overcome such challenges. Highlight efforts to address economic, social and environmental factors.

#### **Mission Enhancement**

Identify the significant environmental aspects of the mission and other environmental challenges. Address innovative progress made on integrating pollution prevention into the management of pollution generating mission activities. Identify significant accomplishments and programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence pollution prevention activities. Highlight efforts to educate Soldiers and installation personnel on pollution prevention techniques.

#### **Community Involvement and Outreach**

Address community relations/public participation plans and progress towards obtaining goals and objectives. Highlight programs and activities that enhance environmental awareness and community outreach and their benefit to the installation. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. Include efforts to share demonstration/validation activities. Include efforts to educate the public on the mission and/or training needs of the installation. Address benefits derived from partnership and volunteer efforts. List awards received, especially recognition from agencies outside of the Department of Defense.

## **POLLUTION PREVENTION**

### **TEAM/INDIVIDUAL AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss innovations in pollution prevention (including recycling, affirmative procurement and green building) programs and the benefits derived from such programs. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Discuss alternative/innovative management approaches, technologies, and staffing. Highlight material substitution efforts, including benefits to the environment and cost savings data. Identify coordination with other agencies and program areas that foster long-term goals and installation/mission sustainability. Identify significant environmental objectives and challenges and innovative techniques used to overcome such challenges. Highlight efforts to address economic, social and environmental factors.

#### **Mission Enhancement**

Identify the significant environmental aspects of the mission and other environmental challenges. Address innovative progress made on integrating pollution prevention into the management of pollution generating mission activities. Identify significant accomplishments and programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence pollution prevention activities. Highlight efforts to educate Soldiers and installation personnel on pollution prevention techniques.

#### **Community Involvement and Outreach**

Address community relations/public participation plans and progress towards obtaining goals and objectives. Highlight programs and activities that enhance environmental awareness and community outreach and their benefit to the installation. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. Include efforts to share demonstration/validation activities. Include efforts to educate the public on the mission and/or training needs of the installation. Address benefits derived from partnership and volunteer efforts. List awards received, especially recognition from agencies outside of the Department of Defense.

## **ENVIRONMENTAL RESTORATION**

### **INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Address accomplishments in environmental restoration and highlight the benefits to the installation and/or community. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Address the challenges and innovative techniques used to overcome the challenges. Highlight technologies that reduce the nominee's environmental restoration costs and/or accelerated clean up schedules. Discuss program objectives and milestones and the degree of success reached for each objective quantifying data where applicable. Identify technology demonstration/implementation and/or validation including efforts to share lessons learned. Highlight improvements in site characterization techniques. Highlight agreements that improved efficiencies, reduced cost, etc. Highlight efforts to address economic, social and environmental factors. Address opportunities for small business and awards or recognition received for promoting small business opportunities.

#### **Mission Enhancement**

Address accomplishments and improvements in the environmental restoration program that have enhanced the ability of the nominee to carry out its military/civil works mission. Highlight how program improvements have enabled maximum access to training lands where applicable. Include significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight efforts to reuse properties. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address the progress of community involvement programs such as restoration advisory boards (RABs) or technical review committees (TRCs). Discuss partnerships and coordination with other agencies and community groups. Identify efforts to team with the state, local government, affected community, or other Federal agencies to improve the environmental restoration effort. Highlight tangible results and decisions and/or agreements reached. Address efforts to involve regulators and the community in the development and implementation of Installation Action Plans.

## APPENDIX B

### ODD FISCAL YEAR AWARD CATEGORIES

#### **NATURAL RESOURCES CONSERVATION**

##### **SMALL INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Natural Resource Management**

Address how the program enhanced natural resources and biodiversity on the installation above and beyond regulatory requirements. Highlight management techniques including use of an environmental management system and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the Integrated Natural Resources Management Plan, its status including the overall benefit to the installation. Include efforts to address economic, social and environmental factors. Annotate timelines and milestones achieved. Address efforts to share lessons learned and accomplishments.

#### **Mission Enhancement**

Address how natural resource management programs implemented by the installation enable Soldiers maximum access to training lands. Highlight cooperative efforts between environmental and mission personnel and the benefits resulting from the cooperative efforts. Include efforts to educate personnel on sustainable natural resource management practices and conservation laws. Highlight improvements (cost savings, reduction/elimination of NOVs, habitat restoration/preservation, etc) resulting from these cooperative efforts. Highlight benefits of increased mission efficiencies and range applications where applicable.

#### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of the environment and natural resources. Include efforts to share demonstration/validation activities. Address benefits derived from partnership and volunteer efforts. Include programs to educate the community on natural resources regulations and enforcement programs. List awards received, especially recognition from agencies outside of the Department of Defense. Address efforts to educate the public on the mission and training needs of the installation.

## **NATURAL RESOURCES CONSERVATION**

### **TEAM or INDIVIDUAL AWARD CATEGORY**

Areas to address include:

#### **Natural Resource Management**

Address how the program enhanced natural resources and biodiversity on the installation above and beyond regulatory requirements. Highlight management techniques including use of an environmental management system and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the Integrated Natural Resources Management Plan, its status including the overall benefit to the installation. Include efforts to address economic, social and environmental factors. Annotate timelines and milestones achieved. Address efforts to share lessons learned and accomplishments.

#### **Mission Enhancement**

Address how natural resource management programs implemented by the installation enable Soldiers maximum access to training lands. Highlight cooperative efforts between environmental and mission personnel and the benefits resulting from the cooperative efforts. Include efforts to educate personnel on sustainable natural resource management practices and conservation laws. Highlight improvements (cost savings, reduction/elimination of NOVs, habitat restoration/preservation, etc) resulting from these cooperative efforts. Highlight benefits of increased mission efficiencies and range applications where applicable.

#### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of the environment and natural resources. Include efforts to share demonstration/validation activities. Address benefits derived from partnership and volunteer efforts. Include programs to educate the community on natural resources regulations and enforcement programs. List awards received, especially recognition from agencies outside of the Department of Defense. Address efforts to educate the public on the mission and training needs of the installation.



## **CULTURAL RESOURCES MANAGEMENT**

### **INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Cultural Resource Management**

Address how the program enhances awareness and appreciation of cultural resources and artifacts and sites of historic and/or cultural importance on the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include cost savings and any obstacles overcome by innovative program management. Consider multi-use coordination with other agencies and program areas. Address the status of the installation's Integrated Cultural Resources Management Plan and any agreements developed between the nominee and other organizations (governmental and non-governmental). Address the inventory status of archeological resources, historic buildings, etc., and any adaptive reuse and tax credits received. Address the status of National Register eligibility nominations.

#### **Mission Enhancement**

Address how coordination of cultural resource management with other installation operations (range sustainment, construction, natural resource conservation, etc.), enhances mission operations and installation sustainability. Highlight improvements resulting from these cooperative efforts. Highlight how program improvements have enabled maximum access to training lands where applicable. Include efforts to educate Soldiers and other personnel of the importance of cultural resource preservation. Include creative management techniques implemented to address both cultural resource preservation and mission objectives. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address partnership and community outreach efforts and programs designed to enhance the community's appreciation of cultural and archaeological sites and artifacts. Include provisions for identifying, protecting and granting access to cultural sites and artifacts. List awards received, especially recognition from outside sources. Identify partnerships/cooperative efforts with community groups, universities and governmental and non-governmental agencies. Include volunteer programs and volunteer hours contributed. Comment on the overall benefits of outreach/education programs. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **ENVIRONMENTAL QUALITY**

### **NON-INDUSTRIAL INSTALLATION AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss how the program is protective of human health and the environment, as well as its importance to the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include information on attainment of goals, innovative program accomplishments and cost savings data. Identify efforts to reduce mitigation cost and requirements through cooperative efforts in environmental design. Include efforts to address economic, social and environmental factors, including environmental justice issues. Highlight alternative/innovative management approaches, technologies, and staffing (all media areas). Highlight how innovations in one program area had a positive impact on other program areas. Quantify the data where applicable.

#### **Mission Enhancement**

Highlight significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight sustainable practices, parties involved and benefits to installation/mission sustainability. Identify successful training programs aimed at educating Soldiers and other installation personnel on sustainable practices, environmental regulations and policy and the resulting benefits to the installation. Highlight how program improvements have enabled maximum access to training lands where applicable. Identify green procurement programs, material substitutions and process changes that have benefited the environment. Quantify the benefits/results of successful program implementation.

#### **Community Involvement and Outreach**

Highlight programs and activities that enhance environmental awareness and community outreach. Discuss management techniques and coordination with other agencies and program areas that foster long-term goals and installation sustainability. Address benefits derived from partnership and volunteer programs include hours contributed. Include efforts to share demonstration/validation activities. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. List awards received, especially recognition from agencies outside of the Department of Defense. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **ENVIRONMENTAL QUALITY**

### **TEAM or INDIVIDUAL AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss how the program is protective of human health and the environment, as well as its importance to the installation. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Include information on attainment of goals, innovative program accomplishments and cost savings data. Identify efforts to reduce mitigation cost and requirements through cooperative efforts in environmental design. Include efforts to address economic, social and environmental factors, including environmental justice issues. Highlight alternative/innovative management approaches, technologies, and staffing (all media areas). Highlight how innovations in one program area had a positive impact on other program areas. Quantify the data where applicable.

#### **Mission Enhancement**

Highlight significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight sustainable practices, parties involved and benefits to installation/mission sustainability. Identify successful training programs aimed at educating Soldiers and other installation personnel on sustainable practices, environmental regulations and policy and the resulting benefits to the installation. Highlight how program improvements have enabled maximum access to training lands where applicable. Identify green procurement programs, material substitutions and process changes that have benefited the environment. Quantify the benefits/results of successful program implementation.

#### **Community Involvement and Outreach**

Highlight programs and activities that enhance environmental awareness and community outreach. Discuss management techniques and coordination with other agencies and program areas that foster long-term goals and installation sustainability. Address benefits derived from partnership and volunteer programs include hours contributed. Include efforts to share demonstration/validation activities. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. List awards received, especially recognition from agencies outside of the Department of Defense. Include information on community relations plans and/or communications plans and their benefit to the installation. Include efforts to educate the public on the mission and/or training needs of the installation.

## **POLLUTION PREVENTION**

### **INDUSTRIAL INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Discuss innovations in pollution prevention (including recycling, affirmative procurement and green building) programs and the benefits derived from such programs. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Discuss alternative/innovative management approaches, technologies, and staffing. Highlight material substitution efforts, including benefits to the environment and cost savings data. Identify coordination with other agencies and program areas that foster long-term goals and installation/mission sustainability. Identify significant environmental objectives and challenges and innovative techniques used to overcome such challenges. Highlight efforts to address economic, social and environmental factors.

#### **Mission Enhancement**

Identify the significant environmental aspects of the mission and other environmental challenges. Address innovative progress made on integrating pollution prevention into the management of pollution generating mission activities. Identify significant accomplishments and programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence pollution prevention activities. Highlight efforts to educate Soldiers and installation personnel on pollution prevention techniques.

#### **Community Involvement and Outreach**

Address community relations/public participation plans and progress towards obtaining goals and objectives. Highlight programs and activities that enhance environmental awareness and community outreach and their benefit to the installation. Highlight cooperation with Federal, state, and local agencies, organizations, and academic institutions. Include efforts to share demonstration/ validation activities. Include efforts to educate the public on the mission and/or training needs of the installation. Address benefits derived from partnership and volunteer efforts. List awards received, especially recognition from agencies outside of the Department of Defense.

## **ENVIRONMENTAL RESTORATION**

### **INSTALLATION/CWF AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Address accomplishments in environmental restoration and highlight the benefits to the installation and/or community. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Address the challenges and innovative techniques used to overcome the challenges. Highlight technologies that reduce the nominee's environmental restoration costs and/or accelerated clean up schedules. Discuss program objectives and milestones and the degree of success reached for each objective quantifying data where applicable. Identify technology demonstration/implementation and/or validation including efforts to share lessons learned. Highlight improvements in site characterization techniques. Highlight agreements that improved efficiencies, reduced cost, etc. Highlight efforts to address economic, social and environmental factors. Address opportunities for small business and awards or recognition received for promoting small business opportunities.

#### **Mission Enhancement**

Address accomplishments and improvements in the environmental restoration program that have enhanced the ability of the nominee to carry out its military/civil works mission. Highlight how program improvements have enabled maximum access to training lands where applicable. Include significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight efforts to reuse properties. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address the progress of community involvement programs such as restoration advisory boards (RABs) or technical review committees (TRCs). Discuss partnerships and coordination with other agencies and community groups. Identify efforts to team with the state, local government, affected community, or other Federal agencies to improve the environmental restoration effort. Highlight tangible results and decisions and/or agreements reached. Address efforts to involve regulators and the community in the development and implementation of Installation Action Plans.

## **ENVIRONMENTAL RESTORATION**

### **INDIVIDUAL or TEAM AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Address accomplishments in environmental restoration and highlight the benefits to the installation and/or community. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Address the challenges and innovative techniques used to overcome the challenges. Highlight technologies that reduce the nominee's environmental restoration costs and/or accelerated clean up schedules. Discuss program objectives and milestones and the degree of success reached for each objective quantifying data where applicable. Identify technology demonstration/implementation and/or validation including efforts to share lessons learned. Highlight improvements in site characterization techniques. Highlight agreements that improved efficiencies, reduced cost, etc. Highlight efforts to address economic, social and environmental factors. Address opportunities for small business and awards or recognition received for promoting small business opportunities.

#### **Mission Enhancement**

Address accomplishments and improvements in the environmental restoration program that have enhanced the ability of the nominee to carry out its military/civil works mission. Highlight how program improvements have enabled maximum access to training lands where applicable. Include significant accomplishments in achieving environmental objectives based upon cooperative efforts with operational/mission related offices. Highlight efforts to reuse properties. Quantify data where applicable.

#### **Community Involvement and Outreach**

Address the progress of community involvement programs such as restoration advisory boards (RABs) or technical review committees (TRCs). Discuss partnerships and coordination with other agencies and community groups. Identify efforts to team with the state, local government, affected community, or other Federal agencies to improve the environmental restoration effort. Highlight tangible results and decisions and/or agreements reached. Address efforts to involve regulators and the community in the development and implementation of Installation Action Plans.

## **ENVIRONMENTAL EXCELLENCE IN WEAPON SYSTEM ACQUISITION**

### **TEAM AWARD CATEGORY**

Areas to address include:

#### **Environmental Management**

Briefly describe the acquisition program(s) supported. Identify cross-functional teams and accomplishments in incorporating environmental analysis into the acquisition decision-making process. Highlight management techniques including use of an environmental management system (EMS) and its conformance with ISO 14001 standards. Describe plans developed, progress made and benefits of integrating pollution prevention into the management of pollution-generating subsystems. Include accomplishments in reducing risk to human health and the environment according to the 12 May 2003 DOD Directives 5000.1, 5000.2, and 15 May 1997 Under Secretary of Defense (Acquisition & Technology) memorandum, "Acquisition Pollution Prevention Initiative". Quantify reductions in risk, cost, emissions, and/or hazardous material use that were achieved. Identify potential savings and plans for implementation. Highlight the evaluation process including the approach used, summary of progress, and tracking process used.

#### **Mission Enhancement**

Include efforts to establish consideration of environmental impacts during the early planning stages. Describe the extent the nominee considered environmental issues associated with weapon system design, manufacturing, test and evaluation, operations, logistics support, disposal and overall weapon system life cycle cost. Highlight accomplishment in improving the energy efficiency and overall operational sustainability of the weapon system, quantifying data where available. Describe any efforts taken to involve the users/operators and industrial processes owners/operators in the identification of pollution prevention opportunities. Describe efforts to identify possible alternatives to environmentally harmful substances. Describe any research, development and technology (RDT&E) projects and their relationship to identified user needs. Describe efforts to increase the number of user/operator/supporter processes systematically considered for possible pollution reduction, elimination and/or prevention.

#### **Community Involvement and Outreach**

Describe any programs to enhance environmental awareness outside the immediate operating environment of the team. Highlight cooperation with functional areas in the Army and/or other Federal or commercial organization. Discuss community involvement with civic and environmental organizations, academic institutions, host nation(s) or international treaty organizations. Identify processes impacted by the substitution and explain if it is transferable to other DoD systems. Describe efforts to share lessons learned.

## APPENDIX C

### SEQUENCE OF EVENTS FOR SECARMY AND SECDEF AWARDS PROGRAM

1. Provide the call for nominations for participation in the SECARMY awards program
2. Close the call for nomination for SECARMY program
3. Panels convened to judge the Army nominees
4. Formal announcement of SECARMY winners
5. Rework nomination packets of the SECARMY winners for SECDEF competition
6. Submit Army winners as nominees for SECDEF awards program
7. SECARMY representatives make installation visits to present SECARMY awards
8. SECDEF award winners announced
9. SECDEF awards ceremony in Pentagon Auditorium



## APPENDIX D

### ENVIRONMENTAL PROTECTION AGENCY'S ENFORCEMENT AND COMPLIANCE HISTORY ONLINE (ECHO)

1. The Environmental Protection Agency (EPA) collects data for reporting in the Enforcement and Compliance History Online (ECHO), where the compliance history on more than 800,000 facilities is maintained. Actual data is entered into the Integrated Data for Enforcement Analysis (IDEA) system. System data is "refreshed" once a month starting on the first Monday after the 10th of the month. Once the refreshed data is certified, The Office of Enforcement and Compliance Assurance (OECA) uses it to update ECHO, usually within five working days after the start of the refresh. Note: The data accessed by ECHO from IDEA is only as current as the most recent IDEA refresh date.
2. Violators of the Clean Air Act (CAA) standards are identified as High Priority Violators (HPV), while violators of the Clean Water Act and Resource Conservation and Recovery Act are identified as Significant Non-Compliant (SNC). If a federal facility is inspected by a state agency and is cited as non-compliant with one or more of the specific media (CAA, CWA, RCRA) criteria it may be listed as HPV or SNC by the inspecting state agency.
3. What role do the States have in the maintenance and accuracy of the site? EPA has worked with the Environmental Council of the States (ECOS) to develop and maintain the information shown in ECHO. ECOS is the national non-profit, non-partisan association of State and territorial environmental commissioners. EPA and ECOS worked together to develop a template for putting compliance and enforcement data on the Internet and have compiled a network of data stewards who can respond to possible data errors that are discovered through site use. To date, ECOS member States have provided more than 100 data stewards who are responsible for researching and resolving data errors. Also, States will continue to enter the federally required data into the national databases on which ECHO relies.
4. Because of the numerous variables involved with ECHO use/management it is often difficult for a reader/reviewer to develop an overall compliance picture of a listed installation/activity. These variables include: reporting methodologies/techniques used by state inspectors, level of responsiveness by state staff who manage HPV and SNC listings on ECHO and gross error in reporting. Additionally, an inherent lag time exists between the date an inspection is performed, the entry of the inspection results into the State database, the uploading of data from the State to EPA, and the posting of data on the ECHO site. In some situations, data will enter the system quickly, in other circumstances the lag time may be 2-3 months.

## APPENDIX E

### DEVELOPING A WINNING NOMINATION

- What are the key accomplishments of the program?
- What makes the program an award-winning program?
- Did the program save money, resources or create other efficiencies? Can the savings be quantified?
- Is the program innovative or precedent setting in either military/government or private sectors?
- Did the program meet or exceed its goals? In what way?
- Can the before, during, after and cause/effect of the program be identified and quantified?
- To what extent does your environmental management system conform to ISO 14001 standards?
- Does the program have a community relations and/or environmental education program?
- What types of partnership activities does the program participate in? How are stakeholders involved in the decision process?
- Are the innovations, efficiencies or efforts of your program transferable and replicable to other programs within the Department of Defense and/or the private sector?
- What is the degree of interaction between mission related personnel and the environmental office? Are decision makers involved? To what degree?
- What awards/recognition has the nominee received?

APPENDIX F

SECARMY NOMINATION COVER SHEET

Please Indicate Category		List Installation, Team or Individual Name. (If Team, list members on page 2)
<b>Even FY Category</b>	<b>Odd FY Category</b>	-----
<b>Natural Resources Conservation</b> - Large Installation/CWF	<b>Natural Resources Conservation</b> - Small Installation/CWF - Team/Individual	
<b>Cultural Resources Management</b> - Installation/CWF - Team/Individual	<b>Cultural Resources Management</b> - Installation/CWF	
<b>Environmental Quality</b> - Industrial Installation - Overseas Installation	<b>Environmental Quality</b> - Industrial Installation - Non-Industrial Team/Individual	
<b>Pollution Prevention</b> - Non-Industrial Installation - Team/Individual	<b>Pollution Prevention</b> - Industrial Installation/CWF	
<b>Environmental Restoration</b> - Installation/CWF	<b>Environmental Restoration</b> - Installation/CWF - Team/Individual	
	<b>Environmental Excellence in Weapon System Acquisition</b> - Team	

DAIM-EDF  
ENVIRONMENTAL AWARDS PROGRAM GUIDANCE

**Nomination POC info**

<b>Name:</b>	
<b>Phone #:</b>	<b>Fax #:</b>
<b>E-mail:</b>	
<b>Address</b> (please include a building #):	

**Public Affairs POC**

<b>Name:</b>	
<b>Phone #:</b>	<b>Fax #:</b>
<b>E-mail:</b>	
<b>Address</b> (please include a building #):	

**Commands or Bureau POC Info**

<b>Name:</b>	
<b>Phone #:</b>	<b>Fax #:</b>
<b>E-mail:</b>	
<b>Address</b> (please include a building #):	

DAIM-EDF  
ENVIRONMENTAL AWARDS PROGRAM GUIDANCE

**Team Members:**

**Position:**
