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SUBJECT: FY08 Secretary of the Army Environmental Awards Call for Nominations

2008 SECARMY Environmental Awards Program Guidance

Awards 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 help make the Army sustainable. An important aspect of both award programs is to provide an opportunity to transfer valuable expertise, best management practices, and lessons learned throughout the Army.

Traditional Environmental Awards

1. Nominations. SECARMY Environmental Awards nomination packets (electronic copies) are due to the OACSIM Program Manager (Mr. Bill Sproul, William.sproul1@us.army.mil) by **21 Nov 2008**.
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 2008 Awards Programs cover achievements from 1 October 2006 through 30 September 2008.
3. Award Categories.

<i>FY08 Environmental Award Categories</i>
<i>Installation</i>
• Natural Resources Conservation, Large
• Cultural Resources Management
• Environmental Quality, Industrial
• Environmental Quality, Overseas
• Pollution Prevention, Non-Industrial
• Environmental Restoration
<i>Team/Individual</i>
• Cultural Resources Management
• Pollution Prevention

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

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each nomination packet, it is important that the nomination packets address each of the criteria as completely and clearly as possible.

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

Demonstrating some strength in each of the criteria will make a nomination package more competitive for the award. As the SECARMY awards are modeled after the SECDEF awards program it will be beneficial for a nominee to review the specific SECDEF criteria. Because OSD has not released 2008 guidance at this point in time it is recommended that nominees review the specific criteria for the previous even fiscal year (FY2006) award cycle (available at the website identified in subparagraph 6g. below). Reviewing criteria from a previous cycle will provide increased insight on what judges will be evaluating when reviewing the submission.

5. Eligibility. Each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the ECHO database (<http://www.epa.gov/echo/>). Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the 2008 achievement period will be ineligible to compete in any category of the SECARMY and Secretary of Defense Environmental Awards, unless the installation can prove (with supporting documentation), that its inclusion in the ECHO report is erroneous. Prior to submitting nomination packages to DUSD (I&E), OACSIM Environmental Division shall screen nominees against the ECHO report as well as their own internal reporting on environmental violations at each of the installations nominated. Individuals/teams from installations with HPV or SNC remain eligible, providing the HPV or SNC is not relevant to the prospective individual/team award category.

6. Submission Procedures. Traditional SECARMY Environmental Awards. Nomination packets submitted for each installation/individual/team award category must contain the components as described below.

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a. Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission and to ensure the names of team members and individuals for team/individual awards are clearly indicated.

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

c. Summary Page. A crisply written one-page narrative summary, with supporting photographs, of the achievement of the nominee, using quantitative examples, suitable for use in an awards ceremony brochure.

d. Narrative. The narrative is to be seven (7) pages or less (including a summary page, see preceding paragraph). The narrative and any supporting graphics will clearly address the five major judging criteria: program management, technical merit, orientation to mission, transferability, and stakeholder interaction.

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

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

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

(3) Supporting Graphics. The narrative may contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments, but no videos or music.

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

f. Photos. Nomination packets must include at least six four-by-six inch photos in jpeg or tif electronic format with a minimum resolution of 300 dots per inch (dpi). Each photo must be accompanied by a three-sentence caption (not imbedded in the photo) in a Microsoft Word format that illustrates the nominee's performance in the submitted award category.

g. Nomination Packet Reference. Guidance for competition in the SECDEF awards program and respective winning nominations may be viewed at the following location on the worldwide web:

<https://www.denix.osd.mil/portal/page/portal/denix/environment/awards> This site is

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updated with each year's SECDEF guidance once it becomes available. In the event the current FY guide is not posted, please feel free to use the guidance from **two years** prior to learn about nomination criteria.

7. Clearance for Public Release. All awards program nomination packages must be cleared for public release via the chain-of-command prior to submission.

8. Submission Procedures. Nominees shall electronically submit their nominations through their chain of command. Nominations will not be accepted directly from activity and installation level units unless agreed upon in advance by their higher command.

9. Starting in the FY07 Secretary of the Army Environmental Awards Program cycle, Army winners for each of the traditional award categories were given a monetary award. The actual award amount is determined at the time the winners are identified and may be adjusted due to availability of funds. Award funds are to be expended at the garrison commanders discretion and may go toward assistance in covering costs associated with professional development, attendance at the Secretary of Defense Environmental Awards ceremony, and other forms of recognition.

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Sustainability Awards

1. Nominations. SECARMY Sustainability Awards nomination packets (electronic copies) are due to the OACSIM Program Manager (Ms. Wanda Johnsen, Wanda.johnsen@us.army.mil) by **21 Nov 2008**.
2. Performance Period Covered. Because sustainability focuses on sustainment of the mission both now and into the future, a finite performance period is not applicable for this award.
3. Award Categories. The Sustainability Awards are presented in three categories: activity/installation, team, and individual. The Army Sustainability Awards recognize Army activities/installations, teams, and individuals who have developed tangible, cost-effective practices leading to a sustainable Army.
4. Evaluation Criteria. The following key criteria have been established for evaluating the awards.

Evaluation Criteria
<i>Fosters a Sustainability Ethic</i> – How the project/initiative embodied and institutionalized the Army's sustainability values (articulated in the <i>Army Strategy for the Environment</i>); how the project/initiative embodied sustainability through policy, assigned organizational responsibilities, management reviews of progress, and public involvement and communication efforts; the purpose of the project/initiative; how the organization was involved with implementation of the project/initiative; unique aspects of management and execution support; and techniques/methods used to overcome any organizational/process/structural/regulatory obstacles.
<i>Leverages Partnerships</i> – How the project/initiative leveraged partnerships (e.g., with government agencies, private sector, academia, and international organizations) to achieve desired outcome(s) and their influence on the successes; how the partnerships improved community relations, created advocates for initiative, lowered costs, removed regulatory/legal barriers, or provided volunteers; and other positive values and/or contributions of partnerships to the project/initiative.
<i>Strengthens Army Operations & Minimizes Impacts & Total Ownership Costs</i> – How the project/initiative improved Army operations, minimized impacts, and resulted in practical, cost-effective, and sustainable operations; the impact/significance of the project/initiative to the activity/installation and how it supports the long-term viability of the mission while reducing the Army's total ownership costs; how the project/initiative addressed the Triple Bottom Line (i.e., mission, community, and environment) as well as how it addressed the Executive

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Order 13423 goals (e.g., energy conservation, alternative fuels, alternative vehicles, green procurement, LEED-standard buildings); the project/initiative's quantifiable results and return on investment (ROI) [e.g., labor-hours, energy usage (incl. type), cost avoidance (i.e., military labor and/or use of an installation landfill), equipment costs (incl. purchase/ rental), and other associated costs/factors].

Drives Innovation – How the project/initiative implemented innovative and new concepts and tools to achieve the desired outcome(s); how the project/initiative involved new methods, concepts, or tools; what was new or innovative, how it diverged from past practice, and what (if anything) makes it different from other initiatives.

Army-Wide Applicability – The potential Army-wide applicability of the sustainability project/initiative; how this project/initiative could this be deployed to other Army activities or installations.

Since the criteria establish the basis on which judges will consider and score each nomination packet, the nomination packets should address each of the evaluation criteria as completely and clearly as possible. Demonstrating some strength in each of the criteria will make a nomination package more competitive for the awards.

5. Eligibility. All Army installations/activities, teams, and individuals are eligible for consideration.

6. Submission Procedures. The time periods covered for each initiative/achievement should be clearly indicated in the award nomination packet. Each installation and individual/team award nomination packet shall contain the following components.

(a) Narrative. The nomination packet must contain no more than seven (7) typewritten pages. The narrative and any supporting graphics will clearly address the five major judging criteria: fosters a sustainability ethic; leverages partnerships; strengthens Army operations and minimizes impacts and total ownership costs; drives innovation; and Army-wide applicability.

(b) Photos. Up to 10 photos can be submitted along with nomination package.

(c) Site Plan. A single-page site plan on 8 ½" x 11" paper may be submitted to describe the scope of work performed.

(d) Third Party Verification. Verification of the initiatives and successes submitted in the nomination packet must be accomplished by a third-party onsite verification. The third-party performing the verification must submit a signed statement indicating when the onsite verification was performed and listing what initiatives and successes were verified in bullet format and the means used for verification (i.e., records review, visual

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inspection, interviews, etc.). The signed statement should also indicate the organization that the third-party works for and the position held in that organization. The third-party conducting the verification should be knowledgeable concerning the Army's sustainability strategy, but does not need to come from an Army organization. Third-party verification can be conducted by a representative from the organization/individual's higher headquarters.

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

(f) Spacing and Font. Single-spaced text with minimum 11-point Arial font size. Graphic fonts, including photograph descriptions should be no smaller than 10-point font.

(g) Photos. Each photo should be 8" x 10" in size. Electronic files for photographs should be at least 300 dpi resolution.

7. Clearance for Public Release. All awards program nomination packages must be cleared for public release via the chain-of-command prior to submission.

8. Submission Procedures. Nominees shall electronically submit their nominations through their chain of command. Nominations will not be accepted directly from activity and installation level units unless agreed upon in advance by their higher command.