Checklist

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