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

31 AUG 18

DAIM-ISE

S: 2 NOV 18

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2019 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 may represent the Army in the 2019 Secretary of Defense (SecDef) Environmental Awards competition. The Army may submit one nomination for each of the six installation and three individual/team award categories for accomplishments during the period 1 Oct 16 to 30 Sep 18. Further guidance is provided in the SecArmy guidance (Encl 1).

2. The six installation categories include:
(a) Natural Resources Conservation, Large Installation (> 10,000 acres);
(b) Environmental Quality, Industrial Installation (primary mission of manufacturing, maintenance, or rehabilitating ammunition or weapons systems);
(c) Environmental Quality, Overseas Installation;
(d) Sustainability, Non-industrial Installation;
(e) Environmental Restoration, Installation; and
(f) Cultural Resources Management, Small Installation (≤ 10,000 acres).

3. The three Individual/Team Award categories include:
(a) Sustainability;
(b) Cultural Resources Management; and
(c) Environmental Excellence in Weapon System Acquisition, Small Program.

4. All nomination packets should be formatted in MS Word in accordance with the 2019 SecArmy guidance and also follow 2019 SecDef Environmental Awards Program guidance, when published. Draft SecDef guidance is attached (Encl 2), with the final guidance forthcoming. Only packages prepared in accordance with aforementioned guidance will be considered. A checklist (Encl 3) and a Nomination Cover Sheet (Encl 4) are attached to help facilitate the preparation of your nomination packages.

5. Nomination should be submitted electronically to your Command/Agency headquarters, where a screening panel will be convened to select up to five nominations for each category. The Command selected nominations will then be forwarded electronically, no later than 2 Nov 18, to the point of contact listed below.

DAIM-ISE
SUBJECT: 2019 Secretary of the Army Environmental Awards Call for Nominations

DAIM-ISE will convene a judging panel for selection of the Army award winners. SecArmy winners will be announced in Jan 19, and the winning packages submitted to the SecDef competition by the end of Feb 19.

6. DAIM-ISE is establishing a new judging panel for this awards cycle. We are requesting Command/Agency headquarters to submit prospective judges with expertise in the nine categories noted in paragraphs 2 and 3 to provide a new and broader scope in our judging panels. These nominees may come from outside the environmental program of the Command/Agency. Please submit your list of potential judges to DAIM-ISE by 7 Sep 18.

7. Installations/Teams/Individuals are encouraged to submit packages to ensure extraordinary effort and accomplishments are rewarded, and to ensure Army leadership is aware of the award winning programs and their support to the Army's mission. Contingency locations are also encouraged to submit as teams or for individual awards. We want to thank all of you for your support for our Environmental Awards program.

8. The POC for this action is Dr. David K. Goldblum, (571) 256-9732, e-mail: david.k.goldblum.civ@mail.mil.

COL Mary C. Williams-Lynch

Encl
as

MARY C. WILLIAMS-LYNCH
COL, GS
Chief, Army Environmental Division

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2019 Secretary of the Army (SecArmy) Environmental Awards Program Guidance

The SecArmy Environmental Award program recognizes performance excellence and outstanding accomplishments that improve 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 program provides an opportunity to transfer valuable expertise, best-management practices and lessons learned throughout the Army. SecArmy Environmental Awards winners may represent the Army in the Secretary of Defense (SecDef) competition.

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 (DAIM-ISE), Dr. David Goldblum, at david.k.goldblum.civ@mail.mil, by 2 Nov 18.

1. Performance Period Covered. The 2019 award is for a 2-year period of performance from 1 Oct 16 through 30 Sep 18 (FY17-FY18).
2. Award Categories. A complete list of 2019 award categories is provided in the following table.

2019 SECRETARY OF THE ARMY ENVIRONMENTAL 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

Enclosure 1

SecArmy & SecDef Environmental Awards Judging Criteria

Program Management – How well the nominee managed the program

Technical Merit - The program's technical merits

Orientation to Mission – How well the program supported the military readiness/civil works mission

Transferability - How effectively the nominee disseminated lessons learned to others

Stakeholder Interaction – The nominee's success in involving base personnel, residents, and the local community in the program.

Project Impact – How the impacts of the program accomplishments extend beyond the achievement period

1. Award Criteria. The following key criteria have been established for judging the awards. Since these establish the basis on which judges will consider and score each nomination packet, it is important that the nomination packets address each criteria as completely and clearly as possible. Expanded criteria for each award is available in the SecDef guidance. Demonstrating strength in each 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, to help ensure the nomination package covers all pertinent information being requested. The Final 2019 SecDef Guidance can be found at www.denix.osd.mil/awards/ once posted.

2. 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. Installation, individual, and/or team submissions from the same installations should not overlap accomplishments. OACSIM/DASA(ESOH) can deny any nomination on this basis.

3. 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 appropriate authorized person (this could be Public Affairs Office, Commander or legal office), dated and submitted as a separate file in the nomination package.

4. 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.

5. Nomination Packet Content. Nomination packets submitted for each installation, individual, and/or team award category must contain the following components (additional direction found in applicable sections of the 2019 SecDef guidance):

a. Checklist. The checklist 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 is used to identify key points of contact (POCs) for communications related to the nomination packet submission. This document must be a Word document. Personnel contact information is very important and must be completed accurately. This will also be used to notify awards winners, so please include POCs for those in the chain of command.

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:/lwww.echo.epa.govQ). Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the FY17-FY18 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. DASA(ESOH) may remove an installation/team from consideration if an outstanding compliance issue is known, even if the violation has not yet been issued.

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 is page is not seen by the judges and will be used to support information sharing 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 2019 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 Times New Roman 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.

(4) Length. The total text and graphics of the award narrative shall consist of no more than seven (7) single-sided 8 1/2," x 11" pages when printed.

(5) File Format. The narrative must be submitted as a MS Word 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 Microsoft Word format, which describes what is happening in the photo. When possible, include the “Who, What, Where and When” 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.

DRAFT SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS

2019 GUIDANCE

TABLE OF CONTENTS

ABOUT THE AWARDS

Each year since 1962, the Secretary of Defense (SecDef) has honored installations, teams, and individuals for outstanding achievements in Department of Defense (DoD) environmental programs. As structured since Fiscal Year (FY) 2009, certain awards are on a 2-year cycle with large/small and non-industrial/industrial installations competing in alternate years, as shown in the table below. This year's awards cycle encompasses an achievement period from October 1, 2016 through September 30, 2018 (FY 2017-2018).

Secretary of Defense Environmental Awards Categories:

Cycle Begins in Even Fiscal Year (e.g., 2018, 2020, 2022)	**Cycle Begins in Odd Fiscal Year (e.g., 2017, 2019, 2021)**
Installation	**Installation**
Natural Resources Conservation, Small	Natural Resources Conservation, Large
Environmental Quality, Non-Industrial	Environmental Quality, Industrial
	Environmental Quality, Overseas
Sustainability, Industrial	Sustainability, Non-Industrial
Environmental Restoration	Environmental Restoration
Cultural Resources Management, Large	Cultural Resources Management, Small
Individual/Team	**Individual/Team**
Natural Resources Conservation	Sustainability
Environmental Quality	Cultural Resources Management
Environmental Restoration	
Environmental Excellence in Weapon System Acquisition, Large Program	Environmental Excellence in Weapon System Acquisition, Small Program

NOMINATION PROCESS OVERVIEW

2019 Secretary of Defense Environmental Awards Categories:

Installation	Individual/Team
Natural Resources Conservation, Large	Sustainability
Environmental Quality, Industrial	Cultural Resources Management
Environmental Quality, Overseas	Environmental Excellence in Weapon System Acquisition, Small Program
Sustainability, Non-Industrial	
Environmental Restoration	
Cultural Resources Management, Small	

Nominations for the 2019 SecDef Environmental Awards, for the award period of FY 2017-2018, are due to the Office of the Assistant Secretary of Defense (Energy, Installations and Environment (OASD(EI&E)) **by March 1, 2019.** The window to submit nominations to OASD(EI&E) will be open from February 18 through March 1, 2019. Before submitting nominations, please email EnvironmentalAwards@bah.com to request file-transfer instructions.

Each Military Department or Defense Agency (DoD Components) may submit one nomination for each of the nine award categories listed **for achievements from October 1, 2016 through September 30, 2018**. OASD(EI&E) will upload all nomination narratives to the DoD Environment, Safety and Occupational Health Network and Information Exchange (DENIX) website and will share nominations with program judges, therefore all nomination materials must be unclassified and cleared for public release. All nomination materials must have completed publication and security review reflected in a cleared DD Form 1910, Component publication and security review equivalent, or other publication and security review attestation by a qualified entity. Each DoD Component must transmit their award nomination packages under cover memo addressed to the ASD(EI&E) and signed by appropriate leadership. This memo should respond to the annual request for award nominations from the ASD(EI&E), and should attest to the accuracy, completeness, and qualification of the nominations transmitted therein. **Please note: packages will not be accepted without this memo**.

Nominees for individual awards must be DoD civilian employees (including Intergovernmental Personnel Act [IPA] employees) or members of the U.S. Armed Forces. Nominees for team awards must include one or more DoD civilian employees (including IPAs) or members of the U.S. Armed Forces; other team members may be DoD contractors. Installation awards recognize the accomplishments of installation and command environmental programs, including the accomplishments of their program staff. Individual awards recognize exceptional accomplishments that stand out from or go beyond an individual's regular duties. Team awards recognize extraordinary accomplishments of teams that work beyond or outside of installation and command environmental programs. Team awards should not be de facto installation program awards, and team nominations should not be used as such. Nominations for individual/team awards should be specific to individual or team accomplishments not previously included in other environmental award nominations. All nominations should emphasize

accomplishments that demonstrate cost effectiveness and positive outcomes in support of military readiness and the defense mission.

Installations, individuals, and teams that have previously won a SecDef Environmental Award are not eligible to compete using the same accomplishments for any subsequent submission, regardless of the category or award period. Similarly, all accomplishments listed in a nomination package must be unique for each category in any given year.

SecDef Environmental Awards nominees are not evaluated by DoD staff or leadership. Rather, a diverse panel of judges with relevant expertise from Federal and state agencies, non-governmental organizations, academia, and the private sector recommend winners by evaluating nominations on the criteria listed below. Judging guidance for all categories except Environmental Excellence in Weapon System Acquisition (EEWSA) is described on page 48. EEWSA judging guidance is on page 47.

1. Program Management
2. Technical Merit
3. Orientation to Mission
4. Transferability
5. Stakeholder Interaction
6. Impact/Outcomes

Winners will receive a trophy, a U.S. flag flown over both the Capitol on Earth Day and the Pentagon on Memorial Day, a meritorious achievement certificate signed by the SecDef, and a congratulatory letter. All qualified nominees will receive recognition on the awards program website (www.denix.osd.mil/awards) and in a printed awards brochure.

NOMINATION PACKAGE REQUIREMENTS AND FORMAT

The achievement period for the 2019 SecDef Environmental Awards is FY 2017 through FY 2018 (October 1, 2016 through September 30, 2018). The nomination packages must be unclassified and should not feature achievements accomplished outside of this period. **Nomination packages must be submitted using the format and guidelines prescribed in this document.** A checklist with required documents and procedures for nominating each installation/individual/team is provided on page 10. Please see the awards program website for past year's examples at http://www.denix.osd.mil/awards/home/.

The nomination package shall contain all of the following pieces, where each piece is a separate electronic document:

1. Nomination Submission Form
2. Nomination Narrative
3. Brochure Summary
4. Compliance History
5. Security Review Documentation
6. Photographs for Brochure
7. Photograph Captions
8. Logo

1. Nomination Submission Form:
   a. Review and complete the nomination submission form included in Appendix I (page 50).
   b. As appropriate, form input should include the full name, rank, and full formal job title of the nominee(s) and other primary contacts as it should appear in formal publications (e.g., website, press release, brochure, certificates, and trophy). Do not use informal or partial naming conventions.
   c. Please include full contact information for the primary nominee, Commander's assistant or Chief of Staff, and Public Affairs Officer. Full contact information includes an email address, commercial phone number, and mailing address. Please be aware that not everyone who may need to contact these individuals can use DSN numbers.

2. Nomination Narrative**:** The purpose of the narrative is to provide the content upon which the nomination will be evaluated by the judges. The importance and meaning of accomplishments should be discussed thoroughly and listed in priority order for the benefit of the judges and readers. The narrative must clearly address the six judging criteria, described in detail in the Judging Guidance section. Each Award category section contains further description of what the narrative content should address.
   a. The narrative should be a single-spaced Microsoft (MS) Word document using 12-point Times New Roman font and images (e.g., tables, charts, diagrams, photographs, maps), as appropriate, to clarify and illustrate accomplishments.
   b. Videos and music cannot be included.

c. Any graphic fonts, including photograph descriptions, should be no smaller than 10-point font.
d. The total text and graphics of the award narrative shall consist of no more than seven, single-sided 8 ½" x 11" pages when printed.
e. For narratives supporting team award nominations, please include a statement describing the team's purpose and goals (this statement should distinguish the team from small installation or command environmental programs).

3. Brochure Summary**:** The purpose of this one-page summary is to provide text for publication purposes (brochure, fact sheets, etc.), which have limited space. Please be succinct, yet provide enough detail to describe the scope of the nominee's achievements.
a. The summary shall consist of single-spaced MS Word document (12-point, Times New Roman font) on a single-sided 8 ½" x 11" page. **Failure to include the one-page summary will disqualify the nomination packet.**
b. The summary shall include a paragraph (no more than 600 words) that (a) introduces the individual, team, or installation nominated for the award category, and (b) describes, in non-technical language, the project(s), program(s), and effort(s) conducted by that individual, team, or installation that qualifies them for the award.
c. The summary should also include four to six bullets (no more than 60 words per bullet) describing the most outstanding accomplishments by the nominated individual, team, or installation during the award cycle as well as why each outstanding accomplishment is valuable and important to supporting military readiness and the defense mission. These bullets should be arranged based on importance, with the most significant accomplishments listed first. Accomplishments should be clearly supported with outcome/impact information to demonstrate why they are important (with information such as quantifiable cost avoidance, time savings, reductions in emissions, improved protection of human health and environment, etc.).
d. The summary should not include any new information not mentioned or addressed in the narrative.

4. Compliance History**:**
a. Each installation in the U.S. or its territories shall submit to OASD(EI&E) the latest available Detailed Facility Report from the U.S. Environmental Protection Agency (EPA) Environmental Compliance History Online (ECHO) database in PDF format (http://echo.epa.gov/). Note: submitting spreadsheets or any file types other than PDF will not be accepted.
b. Nomination packages for overseas installations should contain a statement that the installation is in compliance with their environmental standards, which would be either the Overseas Environmental Baseline Guidance Document (DoD 4715.05-G) or the applicable current (within five years) Final Governing Standards.
c. When teams support multiple installations, nomination packages for those teams should include ECHO reports for each installation the team supports only if the team has a geographical tie to each of those installations based on the work they perform. If the team has no geographical tie to the installations they support, the nomination package should include only one ECHO report for the team's primary installation.

i. In situations where teams are not responsible for compliance at any single installation, nomination packages for those teams should include an ECHO report for the team's primary installation and a statement attesting to the team's relationship to that installation.

d. Installations with any High Priority Violations (HPV), Serious Violator (SV), or Significant Non-Compliance (SNC) infractions during the achievement period, or other pending violations that may arise after the nomination is submitted prior to announcement of the winners, are not eligible to compete in any category of the SecDef Environmental Awards, unless the installation can demonstrate, with supporting documentation, that the violations and their inclusion in the ECHO report is erroneous and in an unrelated program area. HPV, SV, or SNC status alone for an installation does not disqualify the submission of an individual or team nomination in an unrelated program area, but OASD(EI&E) will likely follow up with potential winners and their Component leadership to get additional information about those infractions.

e. Any new violations that occur between submission and winner announcement should be immediately reported through the nominee's chain of command to OASD(EI&E). Prior to submitting nomination packets to OASD(EI&E), the appropriate DoD Component shall screen installation nominees against the ECHO report, as well as against their own internal reporting on environmental violations to ensure that there are no HPV, SV, or SNC infractions at the time of submission of the nomination and to minimize the potential for HPV, SV, or SNC infractions that may arise after nomination packets have been submitted and winners are announced.

5. Security Review/Public Release Documentation**:**

a. All information provided in the entire nomination packet must be unclassified and cleared for public release by the nominating DoD Component before submitting to OASD(EI&E).

b. Packages must include copies of security review documentation for public release in the submittal to OASD(EI&E). At the OSD level, clearance for public release of information is obtained in accordance with DoD Directive 5230.09 using DD Form 1910, which can be found at the Defense Technical Information Center (DTIC) website. DoD Components may use their own publication security review forms; this is acceptable, though the DD Form 1910 is preferable.

6. Photographs for Awards Brochure**:**

a. Each nomination package shall include at least six **high-quality** photographs that illustrate the nominee's performance and achievements listed in the nomination narrative. These photographs should be appropriate for use in the SecDef Environmental Awards publications.

b. Provide these photographs separately from the narrative in JPG or PNG electronic format with a **minimum** resolution of 300 dots per inch (dpi), and number photographs to align with their caption (see Photograph Captions below).

c. Individuals and teams nominated for an award category are encouraged to provide a photograph of themselves to be used in the awards brochure and outreach materials.

d. Photographs should be appropriate for publication in style and content. The best photographs are those that illustrate the actions, equipment, resources, land,

buildings, habitats, people, or species impacted by the nominee's efforts featured in the achievement period. Photographs of people should tell the story of the award achievement.

e. Additional photographic guidance is available in Chapter 2, Section 3, "Storytelling and the 5 Cs of Photography and Videography" of the Joint Combat Camera/Visual Information Smart Book (https://imagery.navy.mil/training/Joint%20COMCAM%20Smartbook2015.pdf).

7. Photograph Captions**:**

a. Each photograph must be accompanied by a short two to three-sentence caption, numbered to match the photos, in a MS Word document (NOT embedded in the photo). The photographs should depict the nominee's performance, as outlined in the nomination narrative, and must relate to the submitted award category. The caption must be suitable for direct use and publication in the fact sheet and brochure.

b. Ensure that the photograph captions explain what is shown in the picture, how it relates to the nominees' accomplishments, and why that is important and valuable to the Department and the defense mission. **If personnel are shown in the photographs, please list their full names, ranks, and full formal job titles.**

8. Logo**:** Each nomination package shall include a high-resolution (300 dpi or greater) image of the nominee's activity logo that is in .JPG or PNG electronic format.

NOMINATION PACKAGE CHECKLIST

1.	Nomination Submission Form	☐
2.	Nomination Narrative (MS Word, 7 page limit)	☐
3.	Brochure Summary (MS Word, 1 page limit)	☐
4.	Compliance History - Environmental Compliance History Online (ECHO) Report(s) - Nominee screened against ECHO and internal violation reports, and does not have HPV, SV, or SNC violations during the achievement period - If overseas submission, an official statement that they are in compliance with their environmental governing standards	☐
5.	Security Review/Public Release Documentation (DD Form1910, Component equivalent, or other qualified attestation)	☐
6.	Photographs for Brochure (6 photos; minimum 300 dpi resolution, PNG or JPG)	☐
7.	Photograph Captions (maximum 3 sentences each)	☐
8.	Logo (minimum 300 dpi resolution, PNG or JPG)	☐
*	Accomplishments featured in the nominee's narrative occurred during the achievement period (October 1, 2016 through September 30, 2018)	☐
*	Nominee screened against all nomination criteria and is award eligible	☐
*	All information included in the nomination package is **unclassified and cleared for public release**	☐

DESCRIPTION OF THE 2019 SECDEF ENVIRONMENTAL AWARD CATEGORIES

Natural Resources Conservation (Large Installation)
This award recognizes efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound long-term management and use of the land and its resources; support of the military readiness mission; and the promotion of a conservation ethic. Protecting listed and at-risk plant and animal species on our installations and other DoD lands ensures the preservation of these valuable environmental assets for current and future generations, and assures the availability of these resources to sustain military readiness. DoD Components may nominate any large U.S. Military active or closing installation with more than 10,000 acres including leased, military owned, or administered outlying ranges or training practice areas.

Environmental Quality (Industrial Installation & Overseas Installation)
These awards recognize efforts to ensure mission accomplishment and the protection of human health in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Safe Drinking Water Act). Meeting or exceeding all environmental requirements not only enhances the protection of our environmental assets, but also sustains DoD's ability to effectively train and maintain readiness. DoD Components may nominate (a) any U.S. Military active or closing industrial installation that has a primary mission of manufacturing, maintaining, rehabilitating, or storing military equipment and (b) any enduring overseas U.S. Military active or closing installation of any type (industrial, non-industrial) and size (large, small).

Sustainability (Non-Industrial Installation & Individual/Team)
These awards recognize efforts to prevent or eliminate pollution at the source, including practices that increase efficiency and sustainability in the use of raw materials, energy, water, or other resources. The sustainability award also recognizes energy efficiency and renewable energy practices, greenhouse gas reduction efforts, procurement of sustainable goods and services, waste diversion, and efforts to plan for adaptation and resilience. Sustainable practices ensure that DoD protects valuable resources that are critical to mission success. DoD Components may nominate (a) any U.S. Military active or closing non-industrial installation of all sizes (large or small) including ranges, test centers, contracting and policy agencies/organizations/offices, and R&D centers, and (b) any individual or team.

Environmental Restoration (Installation)
This award recognizes efforts to protect human health and the environment by cleaning up identified DoD sites in a timely, cost-efficient, and responsive manner. Restoring these sites impacted by past defense practices protects military personnel and the public from potential environmental health and safety hazards. DoD Components may nominate any U.S. Military active, closing, or closed installation within the U.S. and territories.

Cultural Resources Management (Small Installation & Individual/Team)
These awards recognize efforts to promote effective cultural resources management through proactive stewardship of DoD's extensive and rich heritage assets, including archaeological sites, cultural items, the historic built environment, and cultural landscapes. Through dynamic cultural resources management programs that partner with installation stakeholders, such as master planning, public works, and range management, DoD identifies and evaluates cultural resources that impact training, testing, and operational capabilities. Awards also showcase successful partnerships with American Indian and Alaska Native tribes, Native Hawaiian Organizations, states, and other historic preservation

stakeholders to protect cultural resources in a manner that sustains mission readiness as responsible stewards of our collective heritage. DoD Components may nominate (a) any small U.S. Military active or closing installation with less than 10,000 acres including leased, military-owned, or administered outlying ranges or training practice areas, and (b) any individual or team.

Environmental Excellence in Weapon System Acquisition (Small Program)
This award recognizes efforts to incorporate environment, safety, and occupational health requirements into a small (Acquisition Category II or III) weapon system acquisition program's system engineering, contracting, and decision-making processes. Adhering to these principles enhances DoD's acquisition process by ensuring that weapon system programs prioritize the safety of personnel and protection of the environment. DoD Components may nominate an individual or team, including cross-installation teams, inter-Component teams, and regional teams composed of multiple installations.

AWARD CATEGORIES

Natural Resources Conservation – Large Installation

Eligibility: Presented to large installations with more than 10,000 acres (including leased, military owned, or administered outlying ranges or training practice areas) that have made significant progress in promoting the conservation of natural resources and have demonstrated sound long-term management and use of the land and its resources. Installations must be covered by an operational Integrated Natural Resources Management Plan (INRMP) during the entire achievement period, and must have conducted an internal natural resources self-assessment that addresses DoD's Natural Resources Conservation Metrics within the achievement period to be eligible for this award.

Definitions:
Compliant INRMP: An INRMP that has been both approved in writing, and reviewed, within the past 5 years, as to operation and effect, by authorized officials of DoD, DOI, and each appropriate state fish and wildlife agency.

Operational INRMP: A previously compliant INRMP that is currently being used to guide natural resources management on a given installation, irrespective of signature date or most-recent review for operation and effect, and is considered functionally equivalent to a compliant INRMP provided that INRMP has previously been deemed compliant.

Review as to operation and effect: A comprehensive, joint review by the parties to the INRMP, conducted no less often than every 5 years, to determine whether the plan needs an update or revision to continue to address adequately the purposes and requirements of the Sikes Act.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 48 for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits.
3. How well the program supported the military readiness mission.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:
Introduction: Introduce the installation by describing the following:

1. Its mission.
2. Approximate civilian and military population, unless classified.
3. Total acreage under the nominee's INRMP, followed by a description of the component acreage under the natural resources management program (e.g., improved, semi-improved, and unimproved acreage; acres of managed forests, wildlife, grazing, agriculture, unique natural areas, lakes, or wetlands; miles of streams or coastline; and acres available for hunting, fishing, and other outdoor recreation).

4. Significant natural features, such as geological and botanical assets.

Background: Provide background information regarding updating and implementing the installation's INRMP and on the natural resources program. List the dates of approval and revision, if appropriate, of the nominee's INRMP and annual review. List and provide preparation and revision dates for the cooperative agreements that support the INRMP. Describe the organization and staffing of the nominee's natural resources management program and progress made to incorporate requirements identified in the INRMP into the nominee's Environmental Management System, where in effect. Describe any committees or boards that influence the nominee's natural resources management program.

Summary of Accomplishments: Describe the natural resources program's most outstanding features and accomplishments during the achievement period. Summarize how the program implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List the INRMP objectives and the degree of success attained for each objective during that period. Provide examples of science and research support that enable the mission. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Natural Resources Conservation Accomplishments

Overall Natural Resources Conservation Management:

1. Multiple-use coordination of forestry, land use management, outdoor recreation, wildlife, aesthetics, and threatened and endangered species habitat with the military mission and other operations.
2. Improvements in planning, programming, and budgeting, including innovative cost reduction initiatives, to support the natural resources program.
3. Use of technologies, staffing, and alternative management approaches to enhance the natural resources program.
4. Status of INRMP implementation.
5. Application of principles and guidelines of ecosystem management in a regional planning context, to include consideration of economic, social, and environmental factors.
6. Monitoring of wildlife or ecosystem types and changes over time in relation to adaptation and resilience to various stressors.

Mission Enhancement: How accomplishments and improvements in the natural resources management program have enhanced the ability of the nominee to carry out its military mission. Describe how the mission was maintained or enhanced. Describe how the INRMP provided conservation benefits for a listed, candidate, or at-risk species or was used to preclude critical habitat designation.

Land Use Management:

1. Erosion control.
2. Water quality protection.
3. Water conservation.
4. Agricultural land management, including prime and unique farmland protection, and out-leasing programs.
5. Natural resources improvements and benefits due to agricultural out-leases.
6. Environmentally beneficial landscaping and native plant conservation/use, emphasizing those that reduce long-term maintenance costs or enhance pollinator conservation.
7. Coordination and cooperation with U.S. Department of Agriculture Natural Resources Conservation Service, County Agricultural Extension Service, and/or other land management agencies.

Forest Management:

1. Habitat management.
2. Reforestation.
3. Timber-stand improvements.
4. Use of prescribed burning.
5. Establishment and protection of unique forest areas.
6. Cooperative efforts with U.S. Forest Service, state foresters, and similar groups or agencies.
7. Commercial forestry programs.

Fish and Wildlife:

1. Health of species and habitats.
2. Protection of federal and state listed threatened and endangered species and their habitats.
3. Game and non-game fish and wildlife habitat improvements.
4. Identification and protection of candidate and at-risk species.
5. Identification and protection of significant wildlife resources.
6. Protection and enhancement of biodiverse ecosystems and critical habitats.
7. Protection or enhancement of migratory bird habitat and flyways.
8. Reintroductions and stocking of native species.
9. Degree of access and use of hunting and fishing opportunities by the nominee's personnel and the general public.
10. Improvements in permitting programs; fee schedule for hunting, fishing, or other opportunities.
11. Coordination and cooperation with U.S. Fish and Wildlife Service, and state fish and wildlife agencies, including annual program reviews of effectiveness of INRMP implementation.
12. Coordination with state wildlife action plans.

Other Natural Resources:

1. Camping; watchable wildlife, including bird watching; nature trails.
2. Off-road vehicle control.
3. Permit program.
4. Estimated number of users; both general public and DoD personnel.
5. Cooperation and coordination with federal, state, and local outdoor recreation agencies.
6. Provisions for disabled access.
7. Native pollinator conservation/enhancement.
8. Research, development, and demonstration/validation activities.
9. Compliance with treaties—right to natural resources retained by American Indian tribes, as applicable.

Invasive Species Control and Pest Management:

1. Applications of integrated pest management that support and improve the nominee's natural resources management program, especially procedures that reduce required pesticide applications without adversely affecting necessary pest control actions.
2. Efforts to control nuisance and invasive species and introduction through early rapid response of invasive species that adversely impact mission training capabilities and nominee’s natural resources.
3. Military personnel and installation visitors’ education and awareness of invasive plants or animals and their impacts.

Conservation Education (on and off nominee's property):

1. Natural resources management regulations and enforcement program.

2. Military personnel awareness of venomous, toxic, or otherwise potentially injurious plants or animals.
3. Gun and water safety, camping, and outdoor ethics programs.
4. Scouting, public school classes, and other group activities related to natural resources conservation.

Community Outreach:

1. Public awareness programs and involvement in natural resources conservation programs on and off the nominee's property.
2. Affiliation of the nominee's personnel with civic and private natural resources conservation organizations and academic institutions.
3. Cooperation with federal, state, local, and private natural resources conservation organizations and academic institutions.
4. Consultation with governments of affiliated American Indian, or Alaska Native tribes, or Native Hawaiian Organizations (NHOs), as applicable.
5. Volunteer and partnership programs (e.g., cost savings, level of participation, other benefits to the nominee).

Environmental Enhancement: How accomplishments and improvements in the natural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities.

Environmental Quality – Industrial Installation

Eligibility: Presented to an industrial installation that has made significant progress to ensure mission accomplishment and protection of human health in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (Clean Air Act, Clean Water Act, Safe Drinking Water Act, etc.). An installation that has a primary mission of manufacturing, maintaining, rehabilitating, or storing military equipment should compete in the industrial installation category. Ranges, test centers, and research and development (R&D) centers should not compete in the industrial installation category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see the Judging Guidance on page 48 for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits, such as how successful the program was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions while maintaining or improving overall mission and environmental, safety, and health performance.
3. How well the program supported the military readiness mission, and how effectively the program integrated the management of significant environmental aspects into mission activities.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving installation personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe the installation mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, regional, and community setting of the nominee.

Background: Provide background information about the installation's environmental quality program. Summarize the significant environmental aspects of the mission and other environmental challenges affecting the nominee. Describe the organization and staffing of the nominee's environmental management program, the management approach employed, and the extent of conformance with DoD and DoD Component environmental management policy and guidance. Describe the nominee's involvement in community committees, boards, and partnerships that affect the nominee's management of the environmental aspects of the mission. Describe significant environmental plans and agreements, including the dates of preparation or latest revision of each.

Summary of Accomplishments: Describe the installation's most outstanding accomplishments and how the nominee improved environmental quality and/or protected human health during the achievement period. Summarize how the installation implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List the objectives of the environmental management program or, when applicable, the

Environmental Management System (EMS), as well as the degree to which the nominee attained relevant objectives during the achievement period. Describe the extent to which line organizations have demonstrated operational controls and are effectively managing significant environmental aspects to achieve environmental objectives and long-term mission sustainment. Describe the program's most outstanding features, including significant progress on EMS implementation and operation, where applicable. Explain how the nominee's accomplishments are distinct from past successes or significantly support the mission. Describe what is unique about the program, its cost effectiveness, and whether it goes beyond meeting statutory and regulatory requirements.

Environmental Quality – Overseas Installation

Eligibility: Presented to an overseas installation that has made significant progress to ensure mission accomplishment and protection of human health in the areas of environmental planning, waste management, and compliance with environmental standards. Enduring overseas installations of all types (industrial, non-industrial) and sizes (large, small) are eligible.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 48 for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits, such as how successful the program was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions while maintaining or improving overall mission and environmental, safety, and health performance.
3. How well the program supported the military readiness mission, and how effectively the program integrated the management of significant environmental aspects into mission activities.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving installation personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe the installation mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, regional, and community setting of the nominee.

Background: Provide background information about the installation's environmental quality program. Summarize the significant environmental aspects of the mission and other environmental challenges affecting the nominee. Describe the organization and staffing of the nominee's environmental management program, the management approach employed, and the extent of conformance with DoD and DoD Component environmental management policy and guidance. Describe the nominee's involvement in community committees, boards, and partnerships that affect the nominee's management of the environmental aspects of the mission. Describe significant environmental plans and agreements, including the dates of preparation or latest revision of each.

Summary of Accomplishments: Describe the installation's most outstanding accomplishments and how the nominee improved environmental quality and/or protected human health during the achievement period. Summarize how the installation implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List the objectives of the environmental management program or, when applicable, the EMS, as well as the degree to which the nominee attained relevant objectives during the achievement period. Describe the extent to which line organizations have demonstrated operational controls and are effectively managing significant environmental aspects to achieve environmental

objectives and long-term mission sustainment. Describe the program's most outstanding features, including significant progress on EMS implementation and operation, where applicable. Explain how the nominee's accomplishments are distinct from past successes or significantly support the mission. Describe what is unique about the program, its cost effectiveness, and whether it goes beyond meeting statutory and regulatory requirements.

Types of Environmental Quality Accomplishments

Waste Reduction Efforts (all media areas):

1. Maintaining permits and compliance records.
2. Meeting permit and regulatory requirements.
3. Operating plant/facility efficiencies.
4. Material or process change/source reduction, including identifying projects, materials, and process changes to enhance and ensure the long-term sustainability of the mission, to prevent resource depletion, and to avoid adverse impacts on natural assets and human health.
5. Sampling/monitoring techniques.
6. Human health considerations.
7. Recycling and waste diversion efforts and accomplishments.
8. Reducing funds expended.
9. Improvement to quality of the environment.
10. Water resource management and efficiency.

Environmental Management:

1. Setting and meeting environmental management goals, objectives, and targets, including Environmental Management Systems, if applicable.
2. Assessing environmental compliance with root cause analysis, or audits, and implementation of subsequent program improvements.
3. Interacting with regulators with regard to inspections, agreements, and other regulatory actions (U.S. only).
4. Funding information analysis to illustrate how adequate funds are being requested and received for execution against program requirements.
5. Identifying environmental impacts on operations and programs.
6. Providing environmental training programs (awareness, executive, and implementation team).
7. Integrating environmental management with mission, energy, transportation, and operational activities.

Effective Use of Funds: Describe ways in which the program allowed the nominee to reduce funding expenditures, enhance performance, or increase productivity within the environmental budget and relevant line organization budgets.

Community Relations (U.S. only):

1. Programs and activities to enhance environmental awareness and community involvement (both on and off-site) and affiliation of the nominee's personnel with civic and local environmental organizations.
2. Cooperation with federal, state, tribal, local agencies, organizations, and academic institutions.
3. Environmental education efforts including Community Right-to-Know activities (on and off the installation).
4. Compliance with Executive Order (E.O.) 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 1995;

support of the 2011 *Memorandum of Understanding on Environmental Justice and E.O. 12898*; and documentation, identification, and analysis of any disproportionate impacts on targeted minority or low-income communities.

Community Relations (Overseas): Programs and activities to enhance environmental awareness and community involvement for base personnel and residents of military housing.

National Environmental Policy Act (NEPA) Planning, Analysis, and Implementation (U.S. only):

1. Methodology, integration, and institutionalization of environmental analyses into planning and decision making for each proposal.
2. Setting objectives and goals that promote long-term operational sustainability and developing a plan of action to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures.
3. Management techniques used and their effectiveness in public involvement and participation, to include actions to engage in cooperative consultation with other federal, state, and local agencies, American Indian and Alaska Native tribal governments, or NHOs.
4. Examples of ensuring editorial excellence, including readability and brevity.
5. Controls to monitor the environmental effects of the proposed action and the impact of mitigation measures adopted.

Environmental Planning and Analysis (Overseas only, E.O. 12114, *Environmental Effects Abroad Of Major Federal Actions*, 1979):

1. Application of innovative environmental analysis, flexibility in analysis, and cost reduction.
2. Scoping and/or focusing analysis to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures.
3. Setting objectives and goals that promote long-term operational sustainability and developing a plan of action.
4. Proposals analyzed, decisions made, and the environmental planning process executed for each proposal.
5. Methodology for integrating environmental analyses into planning and decision-making.
6. Results of impact mitigation measures.

Sustainability – Non-Industrial Installation

Eligibility: Presented to installations that have made significant progress implementing sustainability practices, as defined in E.O.13834, *Efficient Federal Operations*, 2018, and other relevant statutes or guidance. All sizes of non-industrial installations (large or small) are eligible in this award category. Ranges, test centers, contracting and policy agency/organizations/offices, and R&D centers should compete in the non-industrial category. Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should NOT compete in this category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 48 for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits, such as how successful the program was in implementing measures to reduce building energy use; reduce potable and non-potable water consumption; institute waste prevention and recycling initiatives; procure sustainable goods and services; and track energy management activities, performance improvements, cost reductions, greenhouse gas emissions, energy and water savings, and other appropriate performance measures.
3. How well the program supported the military readiness mission, how effectively sustainable practices were integrated into mission activities, and how the practices were used to enhance long-term capability.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, process owners, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe the installation mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, regional, and community setting of the nominee.

Background: Provide background information about the nominee's sustainability program, including the functional offices represented and the management system used (EMS or other). This includes, but is not limited to the nominee's sustainable procurement program, toxic chemical reduction programs, green buildings, greenhouse gas reduction efforts, adaptation and resilience planning, electronics stewardship, energy and water efficiency, waste diversion, and renewable energy use. Strong consideration will be given to the nominee's summary of how program aspects support the mission, help ensure resiliency, reduce impacts to our natural and man-made resources, and reduce costs where applicable. Include the involvement of installation leadership, as well as environmental, procurement, public works, logistics and operational personnel. Describe programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence sustainable practices. Summarize sustainability challenges affecting the nominee, and how the nominee addressed those challenges.

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List the objectives of the sustainable practices, master planning, natural infrastructure management, improved air quality, green practices (including reduction, reuse, and recycling of toxic contaminants; water and energy efficiency; increase in use of renewables; and sustainable acquisition) and the degree of attainment of each objective during the achievement period. Describe the nominee's plans and progress made toward integrating sustainable practices into the management of mission activities. Explain how the nominee's accomplishments significantly support the mission, reduce life-cycle costs if applicable, and are distinct from past successes.

Sustainability – Individual/Team

Eligibility: Presented to any person or team consisting of two or more persons, responsible for significant progress in implementing sustainability practices, as defined in E.O.13834, *Efficient Federal Operations*, 2018, and other relevant statutes or guidance. If nominated for an individual award, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

Some examples of teams include special teams for unique projects or efforts, TIGER teams, cross-installation teams, inter-Component teams, National Guard or Reserve unit teams, regional teams composed of multiple installations, Command teams without land management responsibilities and standard environmental programs, teams composed of multiple program areas at one installation (i.e., multiple environmental programs at the same installation), or individual sites or operating facilities that are part of larger combined or joint bases.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance section for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits, such as how successful the program was in implementing measures to reduce building energy use; reduce potable and non-potable water consumption; institute waste prevention and recycling initiatives; procure sustainable goods and services; and track energy management activities, performance improvements, cost reductions, greenhouse gas emissions, energy and water savings, and other appropriate performance measures.
3. How well the program supported the military readiness mission, how effectively sustainable practices were integrated into mission activities, and how the practices were used to enhance long-term capability.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, process owners, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe the installation mission being supported by the individual/team and list the individual's, or each team member's, name, title or position, and employing organization.

Background: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period to provide context for the accomplishments. This could include background information about the nominee's sustainability program including the functional offices represented and the management approach, programs for improving stakeholder involvement and influence sustainable practices under the purview of the individual/team. Summarize the significant program aspects that support the mission, as well as sustainability challenges affecting the nominee. For team nominees, explain how team roles and

responsibilities were defined and distributed and how well those roles and responsibilities were executed.

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe awards and other special recognition given to the nominee during the achievement period. Summarize related professional achievements, including community service work and participation in professional organizations. List the individual's or team's objectives for one or more areas in sustainable practices, master planning, natural infrastructure management, improved air quality, green construction practices including reduction, reuse, and recycling of toxic contaminants; reduction of water and energy use; and increase in use of renewables and green procurement and the degree of attainment of each objective during the achievement period. Describe the most outstanding features of the program, including plans developed and progress made toward integrating sustainable practices into the management of mission activities. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Sustainability Accomplishments

Livable Communities, Master Planning and Green Buildings: Describe how construction practices, new structures, and existing structures accomplish the following:

1. Optimize site potential and incorporate low impact development.
2. Minimize energy consumption and maximize energy efficiency.
3. Protect and conserve water, resulting in water consumption reduction during construction and facility operations.
4. Incorporate storm water management.
5. Enhance indoor environmental quality.
6. Optimize operations and maintenance practices.
7. Conduct planning for adaptation and resilience as applicable.

Describe how the nominee(s):

1. Identifies facilities planned, underway, and completed to U.S. Green Building Council standards, or other equivalent standards, and level of certification achieved, if any.
2. Updates master plans to create livable communities.

Compliance with E.O. 13834: Describe activities the nominee took to meet E.O. 13834 requirements to manage facilities, vehicles, and operations to achieve statutory energy and environmental performance requirements, emphasizing measures that increase efficiency, optimize performance, reduce environmental impacts, and cut costs. This could include reducing building energy use and implementing energy efficiency measures that reduce costs; meeting statutory requirements relating to the consumption of renewable energy and electricity; reducing potable and non-potable water consumption and complying with stormwater management requirements; ; ensuring new construction and major renovations conform to applicable building energy efficiency requirements and sustainable design principles; implementing waste prevention and recycling measures and complying with all Federal requirements with regard to solid, hazardous, and toxic waste management and disposal; acquiring, using, and disposing of products and services, including electronics, in accordance with statutory mandates for purchasing preference, Federal Acquisition Regulation requirements, and other applicable Federal procurement policies; and tracking and reporting on energy management activities, performance improvements, cost reductions, greenhouse gas emissions, energy and water savings, and other appropriate performance measures.

Material Management:

1. Describe efforts to identify possible alternatives to environmentally harmful substances or virgin materials. Describe how alternatives avoid resource depletion and impacts on the natural environment and human health, thereby supporting long-term operational sustainability.
2. Describe how substitutes reduce/eliminate environmental issues.
3. Determine if the material substitution is transferable to other processes on the nominee's property or at other DoD locations.
4. Describe efforts by industrial process owners/operators to implement pollution prevention/sustainability initiatives.

5. Describe reductions in risk, costs, emissions, virgin material, and/or hazardous material used in the changed process. Describe how the changes reduce, minimize, or avoid resource depletion and impacts on human health and the environment. Explain how changes support long-term operational sustainability.
6. Describe how the nominee has changed its material management practices to reduce use of hazardous materials.
7. Describe measurable results achieved with the changed material management practices (e.g., a decrease in generation of air or water pollution, a decrease in volume and cost of hazardous waste disposal, a reduced risk to workers, and/or a cost savings in procurement of materials).

Recycling and Waste Diversion Program: Describe the following:

1. The type and size of the recycling program.
2. The types of solid waste materials recycled.
3. Other materials recycled or diverted, including hazardous materials.
4. The installation composting program, if one exists.
5. Manufacturing source reduction.
6. Cost avoidance (total solid waste management costs) from recycling or diversion.
7. Building materials recycling and deconstruction recycling.
8. New recycling technologies or techniques used in recycling.
9. How activities or communities benefited from the recycling program.
10. Other solid waste diversion efforts.

Procurement of Sustainable Goods and Services:

1. Describe the type and size of the sustainable procurement program.
2. Describe the nature and extent of personnel/organizational awareness training in federal green purchasing programs (affirmative procurement of recycled content products, bio-based products, energy efficient products, low standby power products, water conserving products, low-volatile organic chemical products, and others, as appropriate).
3. Describe functional areas participating in the sustainable procurement program.
4. Identify statutorily mandated items (e.g., recycled content, ENERGY STAR and Federal Energy Management Program-designated, and BioPreferred products) purchased.
5. Identify other items and services identified by EPA programs (e.g., Significant New Alternatives Policy, WaterSense, Safer Choice labeled, and SmartWay products) purchased.
6. Identify environmentally preferable products and services meeting non-Federal specifications, labels, or standards purchased.
7. Explain the nominee's use of performance measurement to improve program effectiveness.
8. Identify modifications of specifications and contracts (e.g., to statements of work, statements of objectives, ordering documents, Federal Acquisition Regulations/Defense Federal Acquisition Regulation Supplement clauses included) to promote purchases of sustainable items. Discuss use of government-wide and shared acquisition vehicles that already include sustainability requirements.

Compliance with Sustainable Landscaping: Describe how the nominee is meeting the goals outlined in the October 2011 *Guidance for Federal Agencies on Sustainable Practices for Designed Landscapes*, and June 2014 addendum, *Supporting the Health of Honey Bees and other Pollinators*, such as site selection and planning; soil conservation; water conservation and efficiency; vegetation management; and sustainable materials management.

Education, Outreach, and Partnering:

1. Describe programs implemented that enhance sustainability at any level or any functional area of the DoD Component.
2. Describe initiatives taken to transfer sustainability lessons learned to other parts of DoD.
3. Describe community involvement, activities, and affiliations with civic and environmental organizations in sustainability.
4. Describe cooperation with federal, state, and tribal governments, local agencies, organizations, and academic institutions on sustainability activities.
5. Describe efforts to gather community stakeholder input in establishing sustainability objectives relevant to the mission.

Environmental Restoration – Installation

Eligibility: Presented to an installation that has made a significant contribution to environmental restoration. All types (industrial, non-industrial) and sizes (large, small) of installations in the United States and its territories are eligible for this award category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see the Judging Guidance on page 48 for additional detail):

1. How well the nominee managed the program.
2. The program's technical merits.
3. How well the program supported the military readiness mission.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe the installation mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, regional, and the community setting of the nominee.

Background: Provide background information about the installation's restoration program. Summarize the nominee's environmental restoration challenges. Describe the organization, staffing, and management approach of the nominee's environmental restoration program. Describe community involvement programs, such as restoration advisory boards (RABs) or technical review committees. List any environmental restoration agreements and the dates of their preparation or last revision. List any relevant environmental restoration plans, schedules, or associated documents, (e.g., records of decision and engineering evaluation/cost analysis). Describe any initiatives undertaken in the environmental restoration program.

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. Summarize the objectives of the nominee's environmental restoration program and the degree of success reached for each objective during the achievement period. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Environmental Restoration Accomplishments

Accelerated Environmental Cleanup:

1. List the nominee's efforts to accelerate cleanup at sites.
2. Identify the number of acres or percentage of land cleaned up and subsequently transferred back to the installation's use (or community under BRAC or other land transfer agreement) relative to progress made by other installations, other DoD Components, and DoD restoration goals.
3. Describe initiatives to integrate property reuse/development into site cleanups.
4. Give examples of streamlining in the environmental restoration process that have resulted in accelerated cleanups.
5. Describe program optimization efforts that supported accelerated site cleanup or provided cost avoidance.

Innovative Technology Demonstration/Validation and Implementation:

1. Provide examples of innovative technologies that reduced the nominee's environmental restoration costs.
2. Describe innovative technologies the nominee demonstrated, validated, and/or implemented.

Partnerships Addressing Environmental Restoration Issues Between DoD and Other Entities:

1. Describe how the nominee worked with the state, local, and tribal governments, where applicable, and affected community or other federal agencies to share restoration lessons learned, improve effectiveness, reduce costs, and accelerate cleanups.
2. Describe tangible results of those efforts including documented decisions and/or agreements reached with stakeholders.

Reducing Risk to Human Health and the Environment:

1. Describe how cleanup activities reduced the risk to human health and the environment.
2. Describe how improvements in the nominee's site management techniques reduced the risk to human health and the environment.
3. Describe how improvements in the nominee's site characterization techniques reduced the risk to human health and the environment.

Green Remediation:

1. Describe your strategy to implement green and sustainable remediation opportunities and present any guidance you may have issued or have under development.
2. Describe your success in implementing green and sustainable remediation and discuss any innovative approaches (e.g., tools, partnerships) used to achieve success.

Cultural Resources Management – Small Installation

Eligibility: Presented to a small installation with less than 10,000 acres (including leased, military-owned, or administered outlying ranges or training practice areas) that have made significant progress promoting effective cultural resources management through proactive stewardship of DoD's extensive and rich heritage assets. Progress in the identification and evaluation of cultural resources including archaeological sites, cultural items, the historic built environment, and cultural landscapes should be demonstrated. Proactive partnerships with installation stakeholders, such as master planning, public works, and range management, in addition to partnerships with external stakeholders, including American Indian and Alaska Native tribes, Native Hawaiian Organizations (NHOs), and states are critical. Installations must be covered by an approved Integrated Cultural Resources Management Plan (ICRMP) for the entire achievement period to be eligible for cultural resources awards.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 48 for additional detail):

1. How well the nominee implemented their CRM program, in accordance with the goals and objectives of the installation ICRMP and mission support needs.
2. The program's technical merits, such as developing compliance documents and any Program Alternatives or using existing Program Alternatives during award achievement period.
3. How well the nominee's CRM program and practices supported military readiness and mission.
4. How effectively the nominee disseminated lessons learned to others (internal and external to the installation).
5. The nominee's success involving internal and external stakeholders in the CRM program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Introduce the installation by providing the following information:

1. Description of the installation mission(s).
2. Geographic information, such as location and size.
3. Maps showing any historic districts associated with the installation being nominated for the award.

Background: Provide background information regarding updating and implementing the installation's ICRMP and CRM program. The installation must show that it has a current and approved ICRMP during the achievement period. Provide the date and process details of the installation's last ICRMP revision. Describe your CRM program, including:

1. The number of staff assigned to CRM on your installation.
2. Any specialized training, experience, or education the installation's CRM staff may have, particularly any new skills or training acquired during the achievement period.

3. A description of any extant CRM management tools such as Programmatic Agreements, Corporative Agreements, or use of Program Alternatives (as found in 36 CFR Part 800.14).
4. A description of the installation's tribal consultation program (if the installation has land affiliated with federally recognized American Indian and Alaska Native tribes or NHOs), pursuant to relevant laws, presidential proclamations, and DoD policies. This description should include consultation protocols and/or inventories of cultural resources of interest to American Indian and Alaska Native tribes, and NHOs.
5. Activities pursuant to E.O. 13007, *Indian Sacred Sites*.

Summary of Accomplishments: Describe why the nominee deserves recognition for CRM. If applying based on an installation's overall program accomplishments, include (a) a detailed list describing the nominee's most outstanding program features from the achievement period; (b) the inclusion of program features in the nominee's ICRMP; (c) a description of the installation's progress over the achievement period in achieving the goals and benchmarks stipulated within your ICRMP; and (d) a summary highlighting how CRM has improved mission support (e.g., through expanded partnerships with internal stakeholders).

If an installation is nominated based on a specific program accomplishment or initiative, include (a) a description of how the nominated program/initiative meets or exceeds the goals and requirements of the nominee's ICRMP; (b) a summary highlighting how the nominated program/initiative has improved CRM and mission support; and (c) an explanation describing how the nominated program/initiative differs from routine CRM activities.

Provide specific examples of the installation's CRM accomplishments during the achievement period. Make sure to describe why each accomplishment is important to and supports the mission. Summarize how the installation implemented innovative techniques or used specialized tools, such as consultation protocols (if applicable), whether or not any of them were successful, and if so, how they were successful in supporting the mission. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Cultural Resources Management – Individual/Team

Eligibility: Presented to any person or team consisting of two or more persons, who has made significant and lasting contributions to DoD CRM. If nominated for an individual award, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees (including IPAs) or members of the U.S. Armed Forces.

Some examples of teams include special teams for unique projects or efforts, TIGER teams, cross-installation teams, inter-Component teams, National Guard or Reserve unit teams, regional teams composed of multiple installations, Command teams without land management responsibilities and standard environmental programs, teams composed of multiple program areas at one installation (i.e., multiple environmental programs at the same installation), or individual sites or operating facilities that are part of larger combined or joint bases.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance section for additional detail):

1. How well the nominee implemented their CRM program, in accordance with the goals and objectives of the installation ICRMP and mission support needs.
2. The program's technical merits, such as developing compliance documents and any Program Alternatives or using existing Program Alternatives during award achievement period.
3. How well the nominee's CRM program and practices supported military readiness and mission.
4. How effectively the nominee disseminated lessons learned to others (internal and external to the installation).
5. The nominee's success involving internal and external stakeholders in the CRM program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Introduction: Describe the installation mission being supported by the individual/team and list the individual's, or each team member's, name, title or position, and employing organization.

Background: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period to provide context for the accomplishments. This could include background information about the nominee's CRM program, including the functional offices represented and the management approach used, under the purview of the individual/team. For team nominees, explain how team roles and responsibilities were defined and distributed and how well those roles and responsibilities were executed.

Summary of Accomplishments: Describe the most outstanding accomplishments of the nominee during the achievement period. Summarize how the nominee implemented innovative techniques and tools (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe awards or other CRM recognition given to the nominee during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in

DoD CRM, participation in related professional organizations/conferences, and development and/or completion of any CRM initiatives that were mission and CRM supporting above and beyond the individual's regular duties. Explain how nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Cultural Resources Management Accomplishments

Overall Cultural Resources Management:

1. Improvements in planning, programming, and budgeting, to include innovative cost reduction initiatives to support DoD CRM.
2. Coordination of CRM with mission operations, real property asset management, range sustainment, and general operations such as construction, building maintenance, and repair.
3. Use of alternative management approaches, techniques, and staffing to enhance the CRM program.
4. Status of ICRMP National Register of Historic Places eligibility evaluations (for archaeological resources, historic buildings, landscapes, structures and objects).
5. Use of other available programs to support CRM (e.g. Environmental Security Technology Certification Program [ESTCP], DoD Legacy Resource Management program).

Historic Buildings and Structures:

1. Use of historic assets to support mission needs (including adaptive reuse).
2. Appropriate maintenance and repair in accordance with the Secretary of the Interior's Standards, including cost effective measures.
3. Rehabilitation in accordance with the Secretary of the Interior's Standards, including economic analysis.
4. Resources evaluated for National Register eligibility.
5. Accurate coding of historic assets in real property inventory/data bases.

Archaeological Resources:

1. Evidence of an increase in total acres on an installation surveyed for archaeological resources.
2. Acres surveyed during award achievement period that, as a result, were made available for military testing and training.
3. Site protection/compliance enforcement.
4. Data recovery efforts.
5. Public interpretation efforts.
6. Research initiatives and scientific contributions.

Native American Program:

1. Established or improved upon existing consultation with American Indian and Alaska Native tribes, or NHOs for the nominee installation, or by individuals for a specific installation.
2. Worked with relevant tribes to ensure protection of sacred sites.
3. Established or maintained appropriate access agreements with relevant American Indian and Alaska Native tribes, or NHOs for access to sites on installation(s) with religious or cultural significance to said tribe(s) or Native Hawaiians.
4. Inventory and repatriation efforts completed or in process for all sites/artifacts/items of religious cultural patrimony in accordance with the Native American Grave Protection and Repatriation Act (NAGPRA) associated with the nominated installation.

5. Inventory and repatriation efforts completed or in process for all sites/artifacts/items of religious cultural patrimony in accordance with NAGPRA under the purview of the individual/team nominee(s).

Curation:

1. Development of a curation facility that meets the requirements of 36 CFR 79.
2. Development of agreements with outside organizations to curate installation artifacts and associated records in accordance with 36 CFR 79.
3. Ensuring collection(s) meet 36 CFR 79, or initiatives to improve collections management in accordance with 36 CFR 79.
4. Support of initiatives that make collections available to researchers and the public.

Cultural Resources Awareness and Education (on and off nominee property):

1. Creation of cultural awareness programs for DoD civilian and military personnel.
2. Development and maintenance of CRM outreach programs for educational institutions and community groups.
3. CRM related contributions to educational programs at all levels of academia.

Community Relations:

1. Development of public interpretation initiatives for DoD cultural resources.
2. Fostering public awareness programs and involvement in cultural resources preservation efforts both on an installation as well as in an adjacent community.
3. Affiliation of the nominee(s) with civic and private cultural resources organizations and academic institutions.
4. Development of partnerships with federal, state, tribal, Native Hawaiian, and local governments, and private cultural resources organizations.
5. Involvement in volunteer and partnership programs, (e.g., level of participation, benefits to the nominee(s)).
6. Examples of how CRM accomplishments of nominee(s) have improved the quality of life for nominee installation and/or surrounding communities.

Mission Enhancement:

1. Development of initiatives that support mission needs through re-use of historic properties.
2. Development of partnerships (either internal or external) that enhance CRM support of military mission.
3. Programs that enabled additional land to be made available for military testing/training through proactive CRM.

Cultural Resources Compliance:

1. Interaction with external stakeholders, such as the National Park Service, State Historic Preservation Officers (SHPOs), the Advisory Council on Historic Preservation, federally recognized tribal governments, NHOs, and local governments.
2. Tracking of budget data to illustrate adequate funding and budgeting for CRM on nominated installation.
3. Measurable success in improving CRM internal coordination and external consultation prior to initiation of actions.

4. Examples of success in managing significant or complex cultural resources compliance actions.
5. Examples of success in using existing Program Alternatives in accordance with 36 CFR 800.14.

Environmental Excellence in Weapon System Acquisition – Small Program

Eligibility: Presented to any individual or team that is part of an acquisition program of record in Acquisition Category II or III (as defined in DoD Instruction 5000.02, Incorporating Change 3, August 10, 2017, *Operation of the Defense Acquisition System*, as requiring a total expenditure for research, development, and test and evaluation of less than $480 million), making a significant contribution to an established environment, safety, and occupational health (ESOH) effort for that acquisition program. This ESOH effort shall encompass the following:

1. Identifying ESOH hazards.
2. Using U.S. Military Standard 882E (MIL-STD-882E), May 11, 2012, *Department of Defense Standard Practice: System Safety*, or similar risk management process.
3. Documenting the associated ESOH risks, and programmatic (e.g., cost, schedule, performance) risks if applicable.
4. Mitigating the associated risks through systems engineering.
5. Accepting the ESOH risk at the appropriate management level for one or more systems acquisition programs.
6. Establishing a partnership with the system's end users, receiving installations, and training locations that ensures National Environmental Policy Act (NEPA) compliance requirements are addressed before the system is delivered.

If any of these criteria are not met, please explain why (e.g. accepting risks verses mitigating risks).

For an individual award nomination, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. For a team award nomination, one or more of the team members must be DoD civilian employees (including IPAs) or members of the U.S. Armed Forces, but the team may also contain contractor employees. Some examples of teams include special teams for unique projects or efforts, TIGER teams, cross-installation teams, inter-Component teams, National Guard or Reserve unit teams, regional teams composed of multiple installations, Command teams without land management responsibilities and standard environmental programs, teams composed of multiple program areas at one installation (i.e., multiple environmental programs at the same installation), or individual sites or operating facilities that are part of larger combined or joint bases.

Judging Criteria: Judges will evaluate nominations based on individual merit using the following criteria, and should keep in mind that a team is uniquely situated to accomplish far more than individuals acting on their own. Judges should focus on the following factors (see the Judging Guidance on page 48 for additional detail):

1. Program Management: How well the nominee managed the ESOH effort for the program.
2. Technical Merit: The nominee's use of innovative techniques and the significance of these techniques.
3. Orientation to Mission: How well the nominee supported the military readiness mission.
4. Transferability: How effectively the nominee disseminated lessons learned to others.
5. Stakeholder Interaction: The nominee's success in involving stakeholders internal and external to the acquisition program in the ESOH effort.
6. Impact/Outcome: The nominee's plans to ensure that the impacts of program ESOH accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Introduce the individual/team by describing the following:

1. The system acquisition program (including the Acquisition Category of the supported program) being supported by the individual/team.
2. The individual's, or each team member's, name, title or position, and employing organization.

Background: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period to provide context for their accomplishments. Include background information about the system acquisition program under the purview of the individual/team (i.e., applicable portions of the below sections).

Program Description:

1. Briefly describe the systems acquisition program.
2. Describe the nominee's ESOH effort and approach relative to the systems engineering and risk management processes and program management, including coordination with users for risk management.
3. Summarize other organizations/Integrated Product Teams/teams that influenced or participated in the nominee's ESOH activities.

Incorporating ESOH Integration into Systems Engineering: Summarize the following aspects of the team's ESOH effort:

1. How the nominee used the Systems Engineering Plan (SEP), the Programmatic ESOH Evaluation (PESHE), and the NEPA Compliance Schedule to document the strategies used to integrate ESOH considerations into the systems engineering process.
2. How the nominee interfaced in the Joint Capabilities Integration and Development System process to identify ESOH and Programmatic risks as early as possible in the Acquisition Process, if applicable.
3. How the nominee incorporated ESOH requirements and analyses (e.g., system safety analyses, emissions characterizations, hazardous materials elimination/reduction) into solicitations, contracts, and other requirements documents.
4. How the nominee prioritized and addressed ESOH risks associated with the system with respect to the system's life cycle.
5. How the nominee evaluated and/or gave preference to using energy-efficient and environmentally preferable products/materials for use on and/or in support of the respective system or subsystems.
6. How the nominee coordinated with the user, receiving installations, and training locations to ensure effective communication of system hazards and ESOH risks to support fielding and NEPA analyses and documentation.

ESOH Risk Management, if applicable:

1. Describe how the program identified and mitigated hazards, and tracked ESOH risks using the methodology in MIL-STD-882E and progress made during the achievement period.
2. Identify how the program reviewed ESOH risks and technology requirements at program technical reviews. Discuss the following:
    a. How the program coordinated high and serious risks with the user representative.

   b. How the nominee ensured the risks were formally accepted at the appropriate management level in accordance with DoD policy.
   c. How the nominee presented these risks at program and technical reviews and fielding decisions.
3. List high and serious risk(s) identified, mitigation measures, level of success in reducing the risk, user involvement in the process, and transferability within DoD.
4. Describe potential life cycle cost avoidance or savings from design and/or process changes identified to mitigate system-related ESOH risks over the life cycle.

Hazardous Materials Management and Pollution Prevention, if applicable:

1. Describe the approach used to identify and characterize hazardous materials, wastes, emerging technologies, and pollutants (discharges/emissions/noise) associated with the system and plans for minimization, control and/or safe disposal.
2. Summarize if and how the nominee developed a hazardous materials management plan and document usage of hazardous materials in the program's hazard tracking system and PESHE.
3. When using potentially hazardous materials, explain how the nominee took steps to select those materials that posed the least risk throughout the life cycle of the system. When applicable, highlight how the nominee identified environmentally preferable products and tracked these products to ensure their inclusion in systems design specifications and drawings, technical manuals, and authorized materials lists.
4. Describe the nominee's efforts to determine whether alternatives were available and effective to meet the safety, health, reliability, and other mission-related requirements of the system.
5. Discuss how the ESOH effort provided input to demilitarization and disposal planning for the system/subsystem to include information on hazardous materials, safety precautions, and other ESOH considerations.

Internal Execution and Documentation (all that apply):

1. Identify the ESOH responsibilities within the program.
2. Explain the strategy for executing and integrating ESOH considerations into the systems engineering process.
3. Identify ESOH risks and their status.
4. Describe the method for tracking hazards throughout the life cycle of the system.
5. Identify hazardous materials, wastes, and pollutants (discharges/emissions/noise) associated with the system and plans for their minimization and/or safe disposal.
6. State if the nominee incorporated a compliance schedule covering all system-related activities for NEPA compliance, as appropriate.

External Coordination of ESOH Risks Management (all that apply):

1. Describe actions implemented to enhance acquisition ESOH awareness at any level or any functional area within the program and/or DoD.
2. Summarize how cooperation with federal, state, and local agencies, organizations, and academic institutions influenced weapon system acquisition.
3. Describe how the program performed technology transition efforts that other programs across the DoD Components could implement.

4. Explain how well the nominee succeeded in involving and coordinating with the test and evaluation team, user community, receiving organization(s), and others with respect to integrating ESOH risk management in the lifecycle of the program.
5. State if the nominee's effort resulted in minimized cost, schedule, or performance risks to the program by minimizing ESOH risks.
6. Describe how well the nominee quantified its accomplishments to demonstrate the scale of projects and impacts of successes.
7. Discuss how well the nominee communicated ESOH risks.
8. Summarize the nominee's success in involving user organizations and program/IPT external to the ESOH effort and in raising awareness of ESOH considerations and risks associated with the system.
9. Explain how well the nominee ensured they transferred mitigations through lessons learned to other weapon system programs.

Summary of Accomplishments: Describe the nominee's most outstanding ESOH related accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe program related awards and other special recognition given to the nominee during the achievement period. Describe the nominee's related professional achievements, including community service work and participation in ESOH related professional organizations. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Environmental Excellence in Weapon System Acquisition Accomplishments

ESOH:

1. Executing, managing, and integrating ESOH efforts into the systems engineering process.
2. Integrating the ESOH risk management into the systems engineering process (e.g., effectively implementing MIL-STD-882D or MIL-STD-882E, pollution prevention, hazardous material management, and NEPA and E.O. 12112 compliance actions).
3. Orienting the program's ESOH effort to optimize mission sustainability, mission readiness, and total ownership costs.
4. Effectively executing and documenting the ESOH effort requirements and ESOH risk status in the SEP, Test and Evaluation Master Plan, and PESHE.
5. Successfully involving user organizations and program/IPTs external to the ESOH effort in identifying/mitigating ESOH hazards and in raising awareness of ESOH considerations and risks associated with the system.
6. Planning and supporting system related NEPA/E.O. 12114 analyses by providing system specific data and other relevant information to complete the analyses.

Acquisition Compliance: Describe the activities being undertaken by the nominee to meet the requirements of DoD Directive 5000.01, *The Defense Acquisition System*, May 12, 2003; DoD Instruction 5000.02, *Operation of the Defense Acquisition System*, Incorporating Change 3, August 10, 2017; MIL-STD-882D, *DoD Standard Practice for System Safety*, February 10, 2000 or MIL-STD-882E, *Department of Defense Standard Practice: System Safety*, May 11, 2012. [See also the Defense Acquisition Guidebook (https://dag.dau.mil/pages/default.aspx)]. Examples include acquiring quality products that satisfy user needs with measurable improvements to mission capability and operational support, in a timely manner, and at a fair and reasonable price; assessing ESOH risks during formal program assessments following a system-level Post-Critical Design Review Assessment; evaluating ESOH during life-cycle sustainment considerations; disposing of systems in accordance with environmental regulatory requirements; and evaluating the potential testing impacts of a system on the environment and personnel.

Total Systems Approach: Summarize how well the program evaluated the system using the total systems approach to address potential ESOH risks, including the following:

1. All ESOH regulatory compliance requirements associated with the system throughout its life cycle.
2. Hazardous material use and hazardous waste generation.
3. Pollution (e.g., effluents, discharges, emissions, noise).
4. Safety (including system safety, explosives safety, ionizing and non-ionizing radiation).
5. Human health (associated with exposure to chemical, physical, biological, or ergonomic hazards, etc.).
6. Environmental and occupational noise, and impacts to the natural environment.
7. NEPA/E.O. 12114 analysis and impacts on the physical environment as appropriate.
8. Potential hazards to the system derived from ESOH risks.

Sustainability:

1. Reducing the environmental footprint associated with hazardous waste applications.
2. Reducing emissions.

Program Management:

1. Successfully incorporating environmental analysis into the acquisition decision making process.
2. Proactively removing hazardous materials from systems and using government/commercial information sources to identify existing materials alternatives that are commercially available.

Technology Transfer:

1. Actively participating in research, development, and technology demonstration and validation projects, particularly those that support testing and fielding of new military capabilities.
2. Collaborating with partners to develop and share solutions to complex environmental and performance challenges.

ENVIRONMENTAL EXCELLENCE IN WEAPON SYSTEM ACQUISITION
JUDGING GUIDANCE

General: Each nominee is to be judged qualitatively relative to the six criteria below. Cost effectiveness and results should be considered when evaluating nominees against each criterion. Each nomination is to be considered separately as nominees are not to be compared against each other. All nominees should be evaluated using the information and accomplishments in their nomination packet, and not by any personal knowledge or impression a judge may have.

1. **Program Management:** Did the nominee manage and document the ESOH effort to meet acquisition program/capability requirements and to reduce ESOH related drivers of total ownership costs over the system life cycle?

2. **Technical Merit:** Did the technical merits of the nominee's ESOH effort integrate life cycle ESOH risk management into the systems engineering process using the methodology in DoDI 5000.02, *Operation of the Defense Acquisition System*, Incorporating Change 3, August 10, 2017; MIL-STD-882D, *DoD Standard Practice for System Safety*, February 10, 2000; and MIL-STD-882E, *Department of Defense Standard Practice: System Safety*, May 11, 2012? Are the nominees' accomplishments distinct from past successes, and if so, how are they significant?

3. **Orientation to Mission:**
    a. Did the program orient its ESOH effort to optimize mission sustainability, mission readiness, and total ownership costs?
    b. If it was a program requirement, how effectively did the ESOH effort help meet urgent military needs (e.g., rapid fielding) through agile and flexible application of ESOH expertise to support developing, testing, and fielding of new military capabilities?

4. **Transferability:**
    a. How well did the program incorporate ESOH lessons learned from similar legacy systems and mishap data from the Service Safety Centers?
    b. How well did the nominee communicate ESOH risks effectively to others?
    c. Did the nominee ensure that they transferred mitigations through lessons learned to other weapon system programs?

5. **Stakeholder Interaction**: How effectively did the nominee execute and document the ESOH effort in the SEP, the PESHE, and the NEPA/E.O. 12114 Compliance Schedule?

6. **Impact/Outcomes:**
    a. Will the technique and/or program endure over time?
    b. Is there a framework in place to build on/improve the nominee's accomplishments in the future?

JUDGING GUIDANCE

General: Each nominee is to be judged qualitatively relative to the following six criteria (see the separate Judging Guidance section for the Environmental Excellence in Weapon System Acquisition category on page 47); cost effectiveness and results should be considered when evaluating nominees against each criterion. Each nomination is to be considered separately as nominees are not to be compared against each other. All nominees should be evaluated using the information and accomplishments in their nomination packet, and not by any personal knowledge or impression a judge may have. In evaluating individual/team nominations, the evaluation should consider capability and capacity for accomplishments relative to what can be accomplished by a single individual (for individual nominations), or by a team with multiple individuals (for a team nomination). Judges will evaluate nominations based on individual merit using the following criteria, and should keep in mind that a team is uniquely situated to accomplish far more than individuals acting on their own. Additional judging criteria applicable to each specific award are noted in the nomination instructions for that award.

1. **Program Management:**
    a. Did the nominee demonstrate improvement during the period under consideration?
    b. Was there a recognized management system in place to effectively administer (i.e., develop and implement) the environmental aspects of the mission? (Note: third party management system registration is not a DoD policy requirement.)
    c. Did the program demonstrate substantive involvement with appropriate internal offices (e.g., funds manager, master planner, real property manager, utilities engineer, logisticians, trainers, and/or testers)?
    d. Were all required plans prepared and were they up-to-date?
    e. Did the nominee clearly identify and meet program, individual, or team milestones?
    f. Did the nominee demonstrate cost savings and mission benefits (e.g., were there optimization efforts that resulted in cost avoidance, or were actions taken for cost-effective outcomes benefiting the mission?)

2. **Technical Merit:**
    a. Did the nominee use innovative techniques? How is the innovation significant and how did it improve the nominee's ability to meet mission?
    b. Was the nominee effective in protecting, enhancing, and/or restoring the environment?
    c. Did the nominee quantify their accomplishments to demonstrate the scale of projects and impacts of successes? Did the nominee promote protection and/or more efficient and sustainable use of resources?
    d. Are the nominee's accomplishments distinct from past successes? How are they significant?

3. **Orientation to Mission:**
    a. Did the nominee demonstrate substantive involvement of individuals directly responsible for the military readiness mission for the accomplishments cited?
    b. Did the nominee contribute to the successful execution or enhancement of the military readiness mission?
    c. Did the nominee help identify and develop mitigation measures to mission restrictions, as necessary? Were these measures effectively implemented?
    d. Did the nominee provide science and research contributions that directly support the mission?

4. **Transferability:**
    a. Can others adopt these accomplishments elsewhere within and/or outside of DoD?
    b. Did the nominee demonstrate progress in transferring innovations to others within and outside of DoD?

5. **Stakeholder Interaction (U.S. only):**
    a. Did the nominee interact with the surrounding community, state and local regulators, non-regulatory agencies, and non-governmental organizations?
    b. Did the nominee consult with American Indian or Alaska Native tribal governments, or Native Hawaiian Organizations when required by Federal law?
    c. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
    d. Did the nominee develop public and in-house education and outreach programs?
    e. Did the nominee promote public access?
    f. Did the nominee include substantive opportunities for public involvement and two-way communication?
    g. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?

6. **Stakeholder Interaction (Overseas only):**
    a. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?
    b. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
    c. Did the nominee develop public and in-house education and outreach programs?
    d. Did the nominee include substantive opportunities for stakeholder involvement and two-way communication?
    e. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?

7. **Impact/Outcomes:**
    a. Will the technique and/or program endure over time?
    b. Is there a framework in place to build on/improve the nominee's accomplishments in the future?

2019 SecDef Environmental Awards Nomination Submission Form

Nominee and Award Category (List team name here; team members should be listed on page 2 of the Submission Form.)
Award Category (include Installation or Individual/Team):
Nominee's Name (Installation, Team, or Individual) *if individual, include rank:
Formal Job Title (Individual only):

Nominee Contact Information (For teams, provide information for team lead; for programs, provide information for program lead/manager.)
Name (include rank):
Formal Job Title:
Commercial Phone Number (No DSN):
Email Address:
Mailing Address:

Nominee's Installation Commander/Commanding Officer, or Equivalent Leadership[1]
Name (include rank):
Formal Job Title:

[1] Include complete contact information for the Program Director or Headquarters leadership who oversee the nominee, as appropriate and if different from the Commander or Commanding Officer.

Nominee's Installation Commander/Commanding Officer, or Equivalent Leadership's Point of Contact, Executive Assistant, or Chief of Staff
Name (include rank):
Formal Job Title:
Commercial Phone Number:
Email Address:
Mailing Address:

Nominee's Public Affairs Officer/Point of Contact
Name (include rank):
Formal Job Title:
Email Address:
Commercial Phone Number:

Team Members		
Name and Rank	**Formal Job Title**	**Email Address**
1. (Team Lead)		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

The Nominee has been screened against all nomination criteria and is award eligible. The accomplishments featured in the nominee's narrative occurred during the achievement period, with no adverse reporting under the Environmental Compliance History Online (ECHO). All information included in the nomination package is unclassified.

2019 Secretary of the Army Environmental Awards Nomination Packet Checklists

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. 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-Tl-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. If the nomination packet is satisfactory as determined by the Command/Agency headquarters, the package will be forwarded to OACSIM for consideration.

Award category: _____

Nominated Installation/ Team / Individual: _____

___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 seven (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 (three 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

2019 Secretary of the Army Environmental Awards Program
Nomination Cover Sheet

Category of Award: (also indicate installation, team, or individual award)			
Organizational Information			
Name of Installation / Team / Individual: (List all team members below, team names should not be the name of the installation)			
Name:		Address:	
Position:			
Phone # (DSN):			
Phone # (Comm):			
Email:			
Nomination POC Information			
Name:		Address: (include bldg #)	
Position:			
Phone # (DSN):			
Phone # (Comm):			
Email:			
Public Affairs POC Information			
Name:		Address: (include bldg #)	
Position:			
Phone # (DSN):			
Phone # (Comm):			
Email:			
Command/Regional POCs			
Name:		Address: (include bldg #)	
Position:			
Phone # (DSN):			
Phone # (Comm):			
Email:			
Other Leaders Contact Information (to be notified in the event of a win)			
Name:		Email	
Position:		Admin/XO	
Name:		Email	
Position:		Admin/XO	
Name:		Email	
Position:		Admin/XO	
Name:		Email	
Position:		Admin/XO	
Name:		Email	
Position:		Admin/XO	

Information of Plaque			
Winner: (as it will appear engraved on plaque)			
Address: (for FEDEX delivery)			
Team Members:			
Name:		Position:	
Name:		Position:	
Name:		Position:	
Name:		Position:	
Name:		Position:	
Name:		Position:	