



REPLY TO
ATTENTION OF

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

AUG 31 2010
S: 6 Nov 10

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY10 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 will represent the Army in the FY10 Secretary of Defense (SECDEF) Environmental Awards competition.
2. In response to the SECDEF changes in award categories in FY09, there is a Sustainability award replacing the former Pollution Prevention Award. The Sustainability Award is offered in each of the 3 categories; individual, team, & installation. In FY10, the award "Environmental Excellence in Weapons Acquisition-Individual" is offered. A complete list of the FY10 awards categories is provided in the FY10 SECARMY environmental awards guidance (Encl 1).
3. All nomination packets should be formatted in accordance with the SECARMY guidance and Draft SECDEF Environmental Awards Program guidance (Encl 2). Final SECDEF guidance is not expected to change significantly and will be forwarded as soon as it is available. Each nomination packet must include a Nomination Cover Sheet (Encl 4), Nominations must be submitted electronically via your chain of command to Mr. Brian Moyer (at brian.r.moyer1@us.army.mil) no later than 6 Nov 10. SECARMY winners will be announced in the Dec/Jan time frame. A Checklist is included for your use. (Encl 3)
4. I want to encourage each activity, and especially those where extraordinary successes are being made, to make your chain of command aware of possible award winning programs, and to do all you can to support a nomination submission.

Encls
as

GEORGE G. WRIGHT
COL, EN
Chief, Army Environmental Division

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SUBJECT: FY09 Secretary of the Army Environmental Awards Call for Nominations

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CF:

DEPUTY ASSISTANT SECRETARY OF THE ARMY (DASA(ESOH))
US ARMY CENTER FOR HEALTH PROMOTION & PREVENTIVE MEDICINE

Checklist

FY10 Secretary of the Army Environmental Awards Nomination Packets

Each SECARMY Environmental Award nomination packet must include the items listed below. Individuals/installations submitting awards nominations must complete the checklist and include it in their nominations packet. Nominations must be submitted via the individual/installation's chain of command for a first review. If the package is satisfactory as determined by the ACOM or Agency HQ, the package will be forwarded to OACSIM for consideration.

Award Category: _____

Nominated person/team/installation: _____

- ___ Nomination Cover Sheet
- ___ Compliance History
- ___ Narrative (no longer than 7 pages)
- ___ Narrative Summary (1 page) suitable for inclusion in Awards Ceremony Brochure
- ___ Photograph(s) (up to 6 photos, no larger than 2 MB each) suitable for Brochure
- ___ Photograph captions (one per photo; follow the SECDEF guidance)
- ___ Electronic copy of the nominee's Activity logo (a high-quality 300-dpi image)

FY10 Secretary of the Army Environmental Awards Program Nomination Cover Sheet

Organization Info	
Name of Installation / Team / Individual: (For Team nominations, list all Team members on Page 2)	
Category of Award: (also indicate installation, team, or individual award)	
Nomination POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Public Affairs POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Command / Region POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Information for Plaque	
Name of Winner: (as it will appear on the engraved award plate)	
Address: (please provide FEDEX address)	

For Team Awards:

Team Member Name	Title

Receiving Budget POC Info (monetary award)	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	

2010 Secretary of the Army (SECARMY) Environmental Awards Program Guidance

Award programs recognize performance excellence and outstanding accomplishments that improve the environmental performance of Army mission activities. The awards are intended to recognize and reward excellence in the development, management, and transferability of environmental programs that increase environmental quality, enhance the mission, and support Army sustainability. The award programs provide an opportunity to transfer valuable expertise, best management practices, and lessons learned throughout the Army. SECARMY award winners will represent the Army in the Secretary of Defense (SECDEF) competition.

1. Nominations. SECARMY Environmental Awards nomination packets (electronic copies in MS Word format) are due to the OACSIM Environmental Division (Brian Moyer, at brian.r.moyer1@us.army.mil) by 6 Nov 10. Please attach photos with captions as a separate attachment to reduce file size and to facilitate HQ review.

2. Performance Period Covered. Each award is for a two-year period of performance including the current fiscal year. For example, the period of performance for the Fiscal Year 2010 (FY10) Awards Program covers achievements from 1 Oct 08 through 30 Sep 10.

3. Award Categories. SECDEF changed the awards categories in FY09. They established a new Sustainability award category, which replaces the former Pollution Prevention award category. A complete list of FY10 award categories is provided in the following table.

Even Fiscal Years (e.g., FY10)
Installation
Natural Resources Conservation – Large
Cultural Resources Management
Environmental Quality – Industrial
Environmental Quality - Overseas
Sustainability
Environmental Restoration
Team / Individual
Cultural Resources Management
Sustainability
Individual
Environmental Excellence in Weapon System Acquisition

Even Fiscal Years (e.g., FY10)
Sustainability

4. Award Criteria. The following key criteria have been established for judging the awards. Since the criteria establish the basis on which judges will consider and score each nomination packet, it is important that the nomination packets address each of the criteria as completely and clearly as possible. Expanded criteria for each award, is available in the SECDEF guidance.

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

Demonstrating strength in each of the criteria will make a nomination package more competitive for the award. As the SECARMY awards are modeled after the SECDEF awards program it is beneficial for a nominee to review the specific SECDEF criteria. The Draft FY10 SECDEF Guidance is provided as Enclosure 2 to the Call for Nominations memo. Final guidance will be posted on AKO as soon as it becomes available. Reviewing criteria from previous award cycles will help provide increased insight on what judges will be evaluating when reviewing the submission.

5. Eligibility. Installations, individuals, and teams that previously won the SECDEF Award for a given category are ineligible to compete within using the same accomplishments for any subsequent submission. New accomplishments within the same categories, subject to the stated achievement period, are acceptable. OACSIM reserves the right to deny any nomination on this basis.

Each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the ECHO database (http://www.epa-echo.gov/echo/compliance_report.html). Data for each federal facility/installation is located in either the Permit Compliance System (PCS) or the Integrated Compliance Information System - National Pollutant Discharge Elimination System (ICIS-NPDES). The ICIS-NPDES is gradually replacing PCS. Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the 2010 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 DUSD (I&E), ACOMs/Agencies shall screen nominees against the ECHO report as well as their own internal reporting on environmental violations at each of the installations nominated. Individuals/teams from installations with HPV or SNC remain eligible, providing the HPV or SNC is not relevant to the prospective individual/team award category. Final determination of acceptance is determined by the ACOM/Agency. Acceptable nominations are then forwarded to OACSIM Environmental Division. If there is a discrepancy between the ACOM/Agency determination and OACSIM, it will be discussed for ultimate acceptability.

6. Nomination Packet Content. Nomination packets submitted for each installation, individual, and/or team award category must contain the following components:

a. Checklist. The checklist is included as a tool to help assemble the nomination package. A completed checklist should result in a complete nomination package.

b. Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission and make these persons aware of all items needed to make a complete packet. Personnel contact information is very important and like the checklist must be completed accurately. For winners, a formal one-page summary and photograph(s) suitable for inclusion in the Awards Ceremony Brochure.

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

c. Summary Page (Winners only). The summary page is a crisply written one-page narrative, with supporting photographs, of the achievement of the nominee, using quantitative examples, suitable for use in an awards ceremony brochure.

d. Narrative. The narrative is to be five (5) pages or less (not including a summary page, see preceding paragraph). The narrative and any supporting graphics will clearly address the five major judging criteria: program management, technical merit, orientation to mission, transferability, and stakeholder interaction.

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

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

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

(3) Supporting Graphics. The narrative may contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments, but no videos or music. Nominees should be prepared to provide a 300 dpi version of photos in a separate jpg file (see f. below). Narratives are generally easier to judge if the photos are included 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 ½ " x 11" pages when printed, including cover pages.

f. Photos and LOGOs (Winners Only). Nomination packets must include at least six 4"x6" photos and the approved installation LOGO in jpeg or tif electronic format with a minimum resolution of 300 dots per inch (dpi). Each photo must be accompanied by a three-sentence caption (not imbedded in the photo) in a Microsoft Word format that illustrates the nominee's performance in the submitted award category. It may be useful to your ACOM/Agency to separate photos from the narrative as a separate paged submission along with the captions as described. Please check with your ACOM/Agency HQ POC.

g. Nomination Packet Reference. SECDEF Guidance for competition in the SECDEF awards program and respective winning nominations will be posted. Link/s to any material posted will be sent to nominees electronically along with access instructions as applicable.

7. Clearance for Public Release. All awards program nomination packages must be cleared for public release via the chain-of-command prior to submission. The public release approval can be sent electronically or attached to the submission in the form of the appropriate signature block.

8. Submission Procedures. Nominees must electronically submit their nominations through their chain of command. Nominations must be reviewed and submitted to ACSIM by the ACOM/Agency Awards POC. Nominations will not be accepted directly from activity and installation level units unless agreed upon in advance by their higher command. Requests for extensions to the deadline will be at the discretion of OACSIM and will be provided in writing.

9. Monetary Award. Army winners are now entitled to a financial award. The actual award amount is determined at the time the winners are identified and may be adjusted due to availability of funds. While award funds are expended at the Garrison Commanders discretion, consideration should be given to: individual and team recognition, costs associated with professional development, attendance at the Secretary of Defense Environmental Awards ceremony, and other forms of recognition. OACSIM can only send MIPRs to the receiving ACOM/Agency Headquarters (HQ) budget office. We cannot send FADs to winners. Please ensure the nomination package has the potential receiving budget POC filled out where indicated. That information is critical to transferring funding to the winning HQ.