

## 2012 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 (Mr. George Robitaille, at [george.robitaille@us.army.mil](mailto:george.robitaille@us.army.mil)) by 16 Nov 12. 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 2012 (FY12) Awards Program covers achievements from 1 Oct 10 through 30 Sep 12.
3. Award Categories. The SecDef changed the awards categories in FY09. A complete list of FY12 award categories is provided in the following table.

Even Fiscal Years (e.g., FY12)
<b>Installation</b>
Natural Resources Conservation , Large
Cultural Resources Management
Environmental Quality , Industrial
Environmental Quality , Overseas
Sustainability , Non-Industrial
Environmental Restoration
<b>Team / Individual</b>
Cultural Resource Management
Sustainability
Environmental Excellence in Weapon System Acquisition – Small Program*

\* Guidance for this category can be found at  
[www.denix.osd.mil/awards/FY10SECDEF.cfm](http://www.denix.osd.mil/awards/FY10SECDEF.cfm)

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.

<b>SecArmy &amp; SecDef Environmental Awards</b>
<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 Final 2012 SecDef Guidance can be found at [www.denix.osd.mil/awards/FY11SECDEF.cfm](http://www.denix.osd.mil/awards/FY11SECDEF.cfm). 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 using the same accomplishments for any subsequent submissions. 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 Enforcement and Compliance History Online ECHO database (<http://www.epa-echo.gov/echo/>). 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 2012 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 (additional direction can be found in the applicable sections of the SecDef FY11 guidance):

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. Nomination Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission. Personnel contact information is very important and like the checklist must be completed accurately.

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

d. Summary Page. The summary page is a crisply written one page narrative (no more than 600 words) with supporting photograph(s), bulleted highlights of the nominee's outstanding accomplishments, and applicable quantitative examples suitable for use in an awards ceremony brochure.

e. Narrative. The narrative is to be seven (7) pages or less (not including a summary page, see preceding paragraph), including cover pages. 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.

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

(1) Style. Concise narrative style addresses applicable items for the applicable award category.

(2) Spacing and Font. Single-spaced text with 12-point Arial font. 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 jpeg file (see g. 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 page.

g. Photos and Logos. Nomination packets must include at least six 4"x 6" photos and the approved installation logo in jpeg 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.

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 by their Command/Agency prior to being sent to OACSIM by the ACOM/Agency Awards POC. Only 5 qualifying nominations pre-screened by the Command/Agency may be submitted per award category. This is due to the short turnaround time of preparing winning submissions for SecDef forwarding. 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 may receive 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 Commander's 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. 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.

## Checklist

### FY12 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 nomination packet is satisfactory as determined by the ACOM or Agency HQ, the package will be forwarded to OACSIM for consideration.

**Award category:** \_\_\_\_\_

**Nominated person/team/installation:** \_\_\_\_\_

- \_\_\_ Nomination cover sheet (see attached)
- \_\_\_ Compliance history
- \_\_\_ Narrative summary (1 page) suitable for inclusion in awards ceremony brochure
- \_\_\_ Narrative no longer than 7 pages
- \_\_\_ Required format followed (style, spacing, font, graphics and length)
- \_\_\_ Photos, At least 6 photos, no larger than 2 MB/image, photo captions follow SecDef guidance)
- \_\_\_ Logo(s), Electronic copy of the nominee's activity logo (300-dpi image)
- \_\_\_ Approved for public release by the appropriate personnel
- \_\_\_ Nomination processed through chain of command
- \_\_\_ Financial point of contact information provided

## FY12 Secretary of the Army Environmental Awards Program Nomination Cover Sheet

Organization Info	
<b>Name of Installation / Team / Individual:</b> (For Team nominations, list all Team members on Page 2)	
<b>Category of Award:</b> (also indicate installation, team, or individual award)	
Nomination POC Info	
<b>Name:</b>	
<b>Phone #:</b>	<b>Address:</b> (please include a building #)
<b>Fax #:</b>	
<b>E-mail:</b>	
Public Affairs POC Info	
<b>Name:</b>	
<b>Phone #:</b>	<b>Address:</b> (please include a building #)
<b>Fax #:</b>	
<b>E-mail:</b>	
Command / Region POC Info	
<b>Name:</b>	
<b>Phone #:</b>	<b>Address:</b> (please include a building #)
<b>Fax #:</b>	
<b>E-mail:</b>	

Information for Plaque
<b>Name of Winner:</b> (as it will appear on the engraved award plate)
<b>Address:</b> (please provide FEDEX address)

**For Team Awards:**

Team Member Name	Title

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