



SUSTAINMENT

ASSISTANT SECRETARY OF DEFENSE
3500 DEFENSE PENTAGON
WASHINGTON, DC 20301-3500

OCT 17 2019

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS,
ENERGY AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (ENERGY,
INSTALLATIONS AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE AIR FORCE
(INSTALLATIONS, ENVIRONMENT AND ENERGY)
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Request for 2020 Secretary of Defense Environmental Awards Nominations

This memorandum is a request for your 2020 Secretary of Defense Environmental Awards nominations. Please submit your nominations in accordance with the attached guidance by February 28, 2020. As outlined on page four of the guidance, each Military Service and Defense Agency may submit one nomination for each of the five installation and four individual/team award categories for accomplishments during the period October 1, 2017, through September 30, 2019.

It is a great privilege to honor both military and civilian personnel for their outstanding accomplishments that improve the environmental performance of the Department. We will notify your staff when the 2020 winner recognition is planned. My point of contact for the awards is Mr. Terry Bowers at terry.l.bowers14.civ@mail.mil or 703-693-9447.

Robert H. McMahon

Attachment:
As stated

cc:
Assistant Secretary of the Army (Acquisition, Logistics and Technology)
Assistant Secretary of the Navy (Research, Development and Acquisition)
Assistant Secretary of the Air Force (Acquisition, Technology and Logistics)

SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS

2020 GUIDANCE

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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 two-year cycle with large/small and non-industrial/industrial installations competing in alternate years, as shown in the table below. The 2020 awards cycle encompasses an achievement period from October 1, 2017 through September 30, 2019 (FY 2018-2019).

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., 2019, 2021, 2023)
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

2020 Secretary of Defense Environmental Awards Categories:

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

Nominations for the 2020 SecDef Environmental Awards, for the award period of FY 2018-2019, are due to the Office of the Assistant Secretary of Defense (Sustainment) (OASD(S)) **by February 28, 2020**. The window to submit nominations to OASD(S) will be open from February 17 through February 28, 2020. Before submitting nominations, please email EnvironmentalAwards@bah.com to request file-transfer instructions. **All nomination materials should be unclassified and cleared for public release upon submission to OASD(S).**

Each Military Service or Defense Agency (DoD Components) may submit one nomination for each of the nine award categories listed **for achievements from October 1, 2017 through September 30, 2019**. All DoD Component nomination coordination must take place internally within each Component; nominees should not submit directly to OASD(S), but rather through their appropriate headquarters chain of command. The OASD(S) will share all nomination narratives with volunteer program judges and publish the narratives on the DoD Environment, Safety and Occupational Health Network and Information Exchange (DENIX), so the nominating DoD Component is responsible for submitting all nomination materials as 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(S) and signed by appropriate leadership. This memo should respond to the annual request for award nominations from the ASD(S), and should attest to the accuracy, completeness, and qualification of the nominations transmitted therein. For more information, there is a Nomination Transmittal Memo Template posted under the Guidance section at <https://www.denix.osd.mil/awards>. **Please note: packages will not be accepted without this memo.**

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 specific project teams, special collaborative teams, cross-functional or cross-organizational teams, or other groups of individuals whose work and collaboration on an environmental issue go beyond and exceed the

traditional responsibilities of installation and command environmental programs. Team awards are not interchangeable with installation program awards, and team nominations should not be used as such. 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 IPA employees) or members of the U.S. Armed Forces; other team members may be partner personnel from Federal, state, tribal, and local government agencies, academic institutions, non-governmental organizations, or DoD contractors and host nation (HN) employees.

All nominations should emphasize accomplishments that demonstrate cost effectiveness and positive outcomes in support of military readiness and the Defense mission. Include quantitative information in the nomination package because it highlights the impact of each nominee's accomplishments. Nominations should include new achievements and not reuse the same activities from previous years with updated statistics from the current award period. Nominations should not include the same activities across multiple award categories. Installations, teams, and individuals that 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.

The 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 recommends 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 47. The EEWSA judging guidance can be found on page 45.

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

Winners will receive a trophy, a United States flag flown over the Capitol on Earth Day and over the Pentagon on Memorial Day, a meritorious achievement certificate signed by the SecDef, and a congratulatory letter. They will also receive recognition on a SecDef Environmental Awards corridor display in the Pentagon for DoD personnel and the public to see. 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 2020 SecDef Environmental Awards is FY 2018 through FY 2019 (October 1, 2017 through September 30, 2019). The nomination packages should not include achievements outside of this period. **All nomination materials should be unclassified and cleared for public release upon submission to OASD(S). 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 11. Please see the awards program website for past year's examples at www.denix.osd.mil/awards.

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 49).
- 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, 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, Public Affairs Officer, and Video Teleconference personnel. Full contact information includes an email address, commercial phone number, and mailing address, as required in the Nomination Submission Form.

- 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, quantitatively, and listed in priority order for the benefit of the judges and readers, with the nominee's most important accomplishment listed first. The narrative must clearly address the six judging criteria, described in detail in the Judging Guidance section. Installations, teams, and individuals 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 award period. 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), as appropriate, to clarify and illustrate accomplishments.
- b. Videos and music cannot be included.
- c. Any graphic fonts, including photograph captions, 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 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 a 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 package.**
- b. The summary must include a paragraph (no more than 600 words) that (a) introduces the installation, team, or individual nominated for the award category, and (b) describes, in non-technical language, the project(s), program(s), and effort(s) conducted by that installation, team, or individual 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 installation, team, or individual 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 contain quantitative information and 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. The purpose of requesting compliance history documentation is to ensure that nominees are not associated with environmental infractions. Nomination packages should include background information and an explanation for all compliance infractions (provided in the Nomination Submission Form).
 - i. Each nominee in the United States shall include in their nomination package for submittal to OASD(S) a compliance statement describing the nominee’s relationship with the installation(s) where the nominee has a programmatic tie to land, facility, or environmental management or compliance responsibilities, and/or where nominee staff are located (provided in the Nomination Submission Form). The nomination package should also include 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.

- ii. Nomination packages for overseas installations should contain a statement that the installation is compliant 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. This statement should be signed by installation executive staff or leadership with the authority to confirm this information. Physical and digital signatures are both acceptable as long as OASD(S) has this individual's title and contact information.
- iii. For installation awards:
 - 1. The nomination package should include an ECHO report/s for the installation and any associated sites the nominee represents.
- iv. For individual awards:
 - 1. The nomination package should include an ECHO report for the nominee's installation.
 - 2. An individual nominee can include a statement describing the individual's relationship with the installation for which the nominee submitted an ECHO report, which should be provided in the Nomination Submission Form.
- v. For team awards:
 - 1. If a team supports only one installation, the nomination package should include an ECHO report for that installation.
 - 2. If a team supports multiple installations, the nomination package should include an ECHO report for each installation the team supports only if the team has a programmatic tie to land, facility, or environmental management or compliance responsibilities at the installation.
 - 3. If a team has no programmatic tie to land, facility, or environmental management or compliance responsibilities at any installation, the nomination package should include only the ECHO report for the primary installation where team members are located.
 - 4. The nomination package should include a statement describing the team's relationship with the installation(s) from which the nominee submitted ECHO report(s) (provided in the Nomination Submission Form). This statement should include a description of how the team's responsibilities do or do not relate programmatically to land, facility, or environmental management or compliance responsibilities at the installation for which the team submitted ECHO report(s).
- b. Installations where the nominee has a programmatic tie to land, facility, or environmental management or compliance responsibilities that have any High Priority Violations (HPV), Serious Violator (SV), or Significant Non-Compliance (SNC) infractions during the achievement period, or other pending substantial 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 or in an unrelated program area. An HPV, SV, or SNC status alone for an installation does not disqualify the submission of a nomination in an unrelated program area.
- c. Any new violations that occur between submission and winner announcement should be immediately reported through the nominee's chain of command to OASD(S). Prior to submitting nomination packages to OASD(S), 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 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 packages have been submitted and winners are announced.

5. Security Review/Public Release Documentation:

- a. All information provided in the nomination package must be unclassified and cleared for public release by the nominating DoD Component before submitting to OASD(S).
- b. Packages must include signed copies of security review documentation for public release in the submittal to OASD(S). 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 Office of Prepublication and Security Review at www.esd.whs.mil/DOPSR/. DoD Components may use their own publication security review forms, but DD Form 1910 is preferable.

6. Photographs for Awards Brochure:

- a. Each nomination package must include at least six **high-resolution** photographs that illustrate the nominee's performance and achievements listed in the nomination narrative. These photographs should be appropriate and available for use in the SecDef Environmental Awards publications and program materials.
- b. Provide these photographs separately from the narrative in JPG or PNG electronic format. Photos should be four inches by six inches with a **minimum** resolution of 300 dots per inch (dpi). Nominees should number photographs to align with their caption (see Photograph Captions below). The OASD(S) will not accept the photos if they are not four inches by six inches with a resolution of 300 dpi or lower.
- c. Individuals and teams nominated for an award category must 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 show 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 achievements.
- 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 written in [Plain English](#) and 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	<input type="checkbox"/>
2.	Nomination Narrative (MS Word, 7-page limit)	<input type="checkbox"/>
3.	Brochure Summary (MS Word, 1-page limit)	<input type="checkbox"/>
4.	Compliance History <ul style="list-style-type: none"> - 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 	<input type="checkbox"/>
5.	Security Review/Public Release Documentation (DD Form 1910, Component equivalent, or other qualified attestation)	<input type="checkbox"/>
6.	Photographs for Brochure (6 photos; four inches by six inches with a minimum resolution of 300 dpi, PNG or JPG)	<input type="checkbox"/>
7.	Photograph Captions (maximum 3 sentences each)	<input type="checkbox"/>
8.	Logo (minimum 300 dpi resolution, PNG or JPG)	<input type="checkbox"/>
*	Accomplishments featured in the nominee's narrative occurred during the achievement period (October 1, 2017 through September 30, 2019)	<input type="checkbox"/>
*	Nominee screened against all nomination criteria and is award eligible	<input type="checkbox"/>
*	All information included in the nomination package is unclassified and cleared for public release	<input type="checkbox"/>

DESCRIPTION OF THE 2020 SECDEF ENVIRONMENTAL AWARD CATEGORIES

Natural Resources Conservation (Small Installation & Individual/Team)

These awards recognize 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 sensitive plant and animal species on our installations and other DoD lands, particularly those listed as either threatened or endangered under the Endangered Species Act, ensures the preservation of these valuable environmental assets for current and future generations, and assures the availability of these resources to sustain military readiness. The DoD Components may nominate (a) any small DoD installation with less than 10,000 acres, which can include leased, military-owned, or administered outlying ranges or training practice areas, and (b) any individual or team.

Environmental Quality (Non-Industrial Installation & Individual/Team)

These awards recognize efforts to ensure mission accomplishment and the protection of human health and the environment in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Resource Conservation and Recovery 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. The DoD Components may nominate (a) any DoD non-industrial installation, of any size (large or small), and can include ranges, test centers, contracting and policy agencies/organizations/offices, and R&D centers; and (b) any individual or team.

Sustainability (Industrial Installation)

This award recognizes 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. The DoD Components may nominate any DoD industrial installation that has a primary mission of manufacturing, maintaining, rehabilitating, or storing military equipment such as depots, fleet readiness centers, air logistics centers, regional logistics/supply support centers, armaments plants, shipyards, and other manufacturing plants.

Environmental Restoration (Installation & Individual/Team)

These awards recognize efforts to protect human health and the environment by cleaning up hazardous substances, pollutants or contaminants, and munitions in a timely, cost-efficient, and responsive manner. Restoring these sites impacted by past DoD activities protects military personnel, their families, and the public from potential human health, environmental, and safety hazards. The DoD Components may nominate (a) any DoD active or closed installation within the United States, and (b) any individual or team.

Cultural Resources Management (Large Installation)

This award recognizes 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. The DoD Components may nominate any large DoD installation with more than 10,000 acres, which can include leased, military-owned, or administered outlying ranges or training practice areas.

Environmental Excellence in Weapon System Acquisition (Large Program)

This award recognizes efforts to incorporate environment, safety, and occupational health requirements into a large (Acquisition Category I) weapon system acquisition program's system engineering, contracting, and decision-making processes. Adhering to these requirements enhances DoD's acquisition process by ensuring that weapon system programs prioritize the safety of personnel and protection of the environment. The DoD Components may nominate an individual or team, including cross-installation teams, inter-Component teams, and regional teams composed of multiple installations. Installations are not eligible for this award.

AWARD CATEGORIES

Natural Resources Conservation – Small Installation

Eligibility: Presented to small installations with 10,000 acres or less (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 or compliant 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:

Operational INRMP: A previously compliant INRMP that is currently 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.

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

Review as to operation and effect: A comprehensive joint review by the parties to the INRMP, conducted no less often than every five 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 47 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 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). Describe 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 program and Environmental Management System (EMS), 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 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. Describe what is unique about the program, its cost effectiveness, whether it goes beyond meeting statutory and regulatory requirements, and how it meets the objectives and lines of effort in the 2018 National Defense Strategy of the United States of America. Use quantitative information and examples to support these claims whenever possible.

Natural Resources Conservation – Individual/Team

Eligibility: Presented to any person or team consisting of two or more persons who have made a significant and lasting contribution to natural resources conservation. If nominated for an individual award, the nominee must be a DoD civilian employee (including IPAs) or a member of the U.S. Armed Forces. If nominated for a team award, 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 and HN employees.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 47 for additional detail):

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

Narrative Packet:

Background: List the individual's, or each team member's, name, title or position, and employing organization.

Position Description: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period.

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 or other natural resources conservation recognition given to the nominee during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in DoD natural resources conservation, participation in related professional organizations/conferences, and development and/or completion of any natural resources conservation initiatives that supported the mission and natural resources conservation above and beyond the individual's regular duties. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes. Use quantitative information and examples to support these claims whenever possible.

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, Bureau of Land Management, 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, Bureau of Land Management, 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. 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 – Non-Industrial Installation

Eligibility: Presented to a non-industrial installation that has made significant progress to ensure mission accomplishment and protection of human health and the environment in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, Safe Drinking Water Act). Any DoD non-industrial installation, of any size (large or small), including ranges, test centers, contracting and policy agencies/organizations/offices, and R&D centers should compete in the non-industrial installation category. An installation that has a primary mission of manufacturing, maintaining, rehabilitating, or storing military equipment should NOT compete in the non-industrial installation category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see the Judging Guidance on page 47 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.
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 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 subordinate 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, whether it goes beyond meeting statutory and regulatory requirements, and how it meets the objectives and lines of effort in the 2018 National Defense Strategy of the United States of America. Use quantitative information and examples to support these claims whenever possible.

Environmental Quality – Individual/Team

Eligibility: Presented to any person or team, consisting of two or more persons, that has made significant progress to ensure mission accomplishment and protection of human health and the environment 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). 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 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 and HN employees.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 47 for additional detail):

1. How well the nominee managed the program, individual, or team responsibilities.
2. The nominee's technical merits, such as how successful the nominee was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions.
3. How well the nominee supported the military readiness mission, and how effectively the nominee 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 and residents, and the local community in their environmental quality activities.
6. The nominee's plans to ensure that impacts from their accomplishments extend beyond the achievement period.

Narrative Packet:

Background: List the individual's, or each team member's, name, title or position, and employing organization.

Position Description: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period.

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments and ways the nominee improved environmental quality and/or protected human health during the achievement period. Summarize how the installation implemented innovative techniques (if applicable), whether any of them were successful, and if so, how they were successful. List and describe awards or other special environmental quality recognition given to the individual or team during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in environmental quality, participation in related professional organizations/conferences, and development and/or completion of any environmental quality initiatives that 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. Use quantitative information and examples to support these claims whenever possible.

Types of Environmental Quality Accomplishments

Waste Reduction Efforts (all media areas):

1. Maintenance of permits and compliance records.
2. Compliance with regulatory requirements.
3. Efficiencies in operating plants/facilities.
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.
5. Improvements to sampling/monitoring techniques.
6. Human health considerations.
7. Recycling and waste diversion efforts and accomplishments.
8. Water resource management and efficiency.

Environmental Management:

1. Ability to set and meet environmental management goals, objectives, and targets, including EMSs, if applicable.
2. Environmental compliance assessments with root cause analysis, or audits, and implementation of subsequent program improvements.
3. Regulator interaction with regard to inspections, agreements, and other regulatory actions (United States only).
4. Ability to identify environmental impacts on operations and programs.
5. Environmental training program availability (awareness, executive, and implementation team).
6. Environmental management integration with mission, energy, transportation, and operational activities.
7. Improvements in environmental quality.

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. Explain funding information analysis to illustrate how adequate funds are being requested and received for execution against program requirements.

Community Relations (United States 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*, 1994, and E.O. 12948, *Amendment to E.O. 12898*, 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 (United States only):

1. Methodology, integration, and institutionalization of environmental analyses into planning and decision making for each proposal.
2. Adhering to and 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.

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

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 – 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 industrial installations (large or small) are eligible in this award category. Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should compete in the industrial installation category. Ranges, test centers, contracting and policy agency/organizations/offices, and R&D centers should NOT compete in the industrial installation category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 47 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, high performance sustainable buildings, fleet management, greenhouse gas reduction efforts, adaptation and resilience planning, electronics stewardship, energy and water efficiency, waste diversion, renewable energy use, and performance contracting. 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 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. Describe whether the program goes beyond meeting statutory and regulatory requirements, and how it meets the objectives and lines of effort in the 2018 National Defense Strategy of the United States of America. Use quantitative information and examples to support these claims whenever possible.

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. 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. Ways substitutes reduce/eliminate environmental issues.
3. Whether the material substitution is transferable to other processes on the nominee's property or at other DoD locations.

4. Efforts by industrial process owners/operators to implement pollution prevention/sustainability initiatives.
5. 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. Ways the nominee has changed its material management practices to reduce use of hazardous materials.
7. 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).
8. Environmental management integration with mission, energy, transportation, and operational activities.

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, diversion, or returning funds to the installation from the sale of scrap.
7. Building materials recycling and demolition recycling.
8. New 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. Key initiatives of the sustainable procurement program (e.g., conducting education and outreach, developing tools for contracting officers).
2. 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. Functional areas participating in the sustainable procurement program.
4. Statutorily mandated items (e.g., recycled content, ENERGY STAR and Federal Energy Management Program-designated, BioPreferred products) purchased.
5. Other items and services identified by EPA programs (e.g., Significant New Alternatives Policy, WaterSense, Safer Choice labeled, SmartWay products) purchased.
6. Environmentally preferable products and services meeting non-Federal specifications, labels, or standards purchased.
7. Ways the nominee's use of performance measurement to improve program effectiveness.

8. 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 October 2014 addendum, *Supporting the Health of Honey Bees and other Pollinators* (www.sustainability.gov/pdfs/sustainable_landscaping_practices.pdf), such as site selection and planning; soil conservation; water conservation and efficiency; vegetation management; and sustainable materials management.

Education, Outreach, and Partnering:

1. Programs implemented that enhance sustainability at any level or any functional area of the DoD Component.
2. Initiatives taken to transfer sustainability lessons learned to other parts of DoD.
3. Community involvement, activities, and affiliations with civic and environmental organizations in sustainability.
4. Cooperation with federal, state, and tribal governments, local agencies, organizations, and academic institutions on sustainability activities.
5. 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. This award recognizes efforts to protect human health and the environment by cleaning up hazardous substances, pollutants or contaminants, and munitions in a timely, cost-efficient, and responsive manner. Restoring these sites impacted by past DoD activities protects military personnel, their families, and the public from potential human health, environmental, and safety hazards. All types (industrial, non-industrial), sizes (large, small), and active or closed installations in the United States are eligible for this award category.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see the Judging Guidance on page 47 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 and 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 environmental 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/decision documents, 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 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. Describe the program's cost effectiveness, whether it goes beyond meeting statutory and regulatory requirements, and how it meets the objectives and lines of effort in the 2018 National Defense Strategy of the United States of America. Use quantitative information and examples to support these claims whenever possible.

Environmental Restoration – Individual/Team

Eligibility: Presented to any individual or team consisting of two or more persons, who have made a significant contribution to environmental restoration. This award recognizes efforts to protect human health and the environment by cleaning up hazardous substances, pollutants or contaminants, and munitions in a timely, cost-efficient, and responsive manner. 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 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.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 47 for additional detail):

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

Narrative Packet:

Background: List the individual's, or each team member's, name, title or position, and employing organization.

Position Description: Provide a summary of the nominee's major routine duties and responsibilities during the achievement period.

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 or other special recognition given to the nominee during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in environmental restoration initiatives, participation in related professional organizations/conferences, and development and/or completion of any environmental restoration initiatives that supported the mission above and beyond the individual's regular duties. Summarize the nominee's environmental restoration objectives 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. Use quantitative information and examples to support these claims whenever possible.

Types of Environmental Restoration Accomplishments

Accelerated Environmental Cleanup:

1. Efforts to accelerate cleanup at sites.
2. 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. Initiatives to integrate property reuse/development into cleanups.
4. Examples of streamlining in the environmental restoration process that have resulted in accelerated cleanups.
5. Program optimization efforts that supported accelerated cleanup or provided cost avoidance.

Innovative Technology Demonstration/Validation and Implementation:

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

Partnerships Addressing Environmental Restoration Issues Between DoD and Other Entities:

1. Ways 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. Tangible results of those efforts including documented decisions and/or agreements reached with stakeholders.

Reducing Risk to Human Health and the Environment:

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

Green Remediation:

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

Cultural Resources Management – Large Installation

Eligibility: Presented to a large installation with more than 10,000 acres (including leased, military-owned, or administered outlying ranges or training practice areas) that has made significant progress promoting effective cultural resources management (CRM) through proactive stewardship of DoD’s extensive and rich heritage assets. Installations should demonstrate progress in identifying and evaluating cultural resources including archaeological sites, cultural items, the historic built environment, and cultural landscapes. 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. To be eligible for the cultural resources award, installations must have an approved Integrated Cultural Resources Management Plan (ICRMP) for the entire achievement period.

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 47 for additional detail):

1. How well the nominee implemented their program goals and objectives in accordance with the installation ICRMP, mission support needs, and DoD policy.
2. How successfully the program implements CRM policy and regulatory tools to improve program management, such as developing compliance documents and any Program Alternatives or using existing Program Alternatives during the award achievement period.
3. How well the nominee’s program supported military readiness and mission.
4. How effectively the nominee disseminated lessons learned to others (internal and external to the installation).
5. How successfully the nominee engaged internal and external stakeholders in the program.
6. How effectively the nominee 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. Provide information about historic properties associated with the installation 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 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*. Refrain from sharing culturally sensitive information. Please refer to the memo, "DoD Guidelines on Maintaining the Confidentiality of Information about Indian Sacred Sites," for additional guidance (available here: <https://www.denix.osd.mil/na/policy/dod-policies/guidelines-on-maintaining-the-confidentiality-of-information-about-indian-sacred-sites/>).

Summary of Accomplishments: Describe why the nominee deserves recognition for CRM. Describe the installation's overall cultural resources program accomplishments, including (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 award period in achieving the goals and benchmarks stipulated within the relevant ICRMP; and (d) a summary highlighting how CRM has improved mission support (e.g., through expanded partnerships with internal stakeholders).

Describe a specific cultural resources program accomplishment or initiative, including (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, whether 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. Describe the program's cost effectiveness, whether it goes beyond meeting statutory and regulatory requirements, and how it meets the objectives and lines of effort in the 2018 National Defense Strategy of the United States of America. Use quantitative information and examples to support these claims whenever possible.

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 cultural resources 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 tools and programs to support CRM (e.g. historic property Geographic Information System integration, real property inventory updates and corrections, Environmental Security Technology Certification Program [ESTCP], DoD Legacy Resource Management program).

Cultural Resources Compliance:

1. Effective 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 successes in improving CRM internal coordination and external consultation prior to initiation of actions.
4. Successes in managing significant or complex cultural resources compliance actions.
5. Successes in using existing Program Alternatives in accordance with 36 CFR 800.14.

Historic Buildings and Structures:

1. Use of historic assets to support mission needs (including adaptive use).
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. Strategic prioritization of National Register resource evaluations.
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. Establishment or improvement upon existing consultation relationships with American Indian and Alaska Native tribes, or NHOs for the nominee installation, or by individuals for a specific installation.
2. Coordination with relevant tribes to identify and protect sacred sites.
3. Establishment or maintenance of 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 nominee.

Curation:

1. Development of a curation facility that meets the requirements of 36 CFR 79.
2. Development of agreements with other DoD Components or external organizations to curate installation artifacts and associated records in accordance with 36 CFR 79.
3. Ensuring collection(s) meet the standards established in 36 CFR 79, or initiatives to improve collections management in accordance with 36 CFR 79, to include digital curation.
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.

Community Relations:

1. Public interpretation initiatives for DoD cultural resources.
2. 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. 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. Ways CRM accomplishments of nominee(s) have improved the quality of life for nominee installation and/or surrounding communities.

Mission Enhancement:

1. Initiatives that support mission needs through re-use of historic properties.
2. 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.

Environmental Excellence in Weapon System Acquisition – Large Program

Eligibility: Presented to any individual or team that is part of an acquisition program of record in Acquisition Category I (as defined in DoD Instruction 5000.02, Incorporating Change 4, August 31, 2018, *Operation of the Defense Acquisition System*, as requiring a total expenditure for research, development, and test and evaluation of more than \$480 million), making a significant contribution to an established environment, safety, and occupational health (ESOH) effort for that acquisition program. This ESOH effort may involve some or all of 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 ESOH risks.
4. Mitigating the associated risks through systems engineering.
5. Accepting the ESOH risks at the appropriate management level.
6. Obtaining user concurrence for high and serious ESOH risks.
7. Establishing a partnership with the system's end users, receiving installations, and training locations that ensures NEPA/E.O. 12114 compliance requirements are addressed before the system is delivered.
8. Identifying and characterizing hazardous materials, wastes, emerging technologies, and pollutants (discharges/emissions/noise) associated with the system and developing plans for minimization, control, and/or safe disposal.
9. Providing safety releases to testers prior to any test event.

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. 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 partner personnel from Federal, state, tribal, and local government agencies, academic institutions, non-governmental organizations, or DoD contractors and HN employees. Some examples of teams include Overarching Integrated Product Teams, Integrated Test Teams, Blue Teams, Green Teams, Red Teams, National Cyber Range Teams, and other teams that are part of an acquisition program of record in Acquisition Category I, as defined in DoD Instruction 5000.02.

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 45 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; how well the nominee adhered to the system safety order of precedence (mitigating risk using engineering/design changes where possible versus using procedures/warning signs/cautions).

3. Orientation to Mission: How well the nominee supported the military 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 (a) the system acquisition program (including the Acquisition Category of the supported program) being supported by the individual/team, and (b) 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 weapon system and 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 integrated ESOH considerations into the systems engineering process using the Systems Engineering Plan (SEP), the Programmatic ESOH Evaluation (PESHE), or the NEPA/E.O. 12114 Compliance Schedule.
2. 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.
3. How the nominee prioritized and addressed ESOH risks associated with the system throughout the life cycle.
4. Summarize how MIL-STD-882E risk assessments and National Aerospace Standard 411-1 requirements were applied for hazardous materials and potential exposure to people and the environment.
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, ESOH risks, and data to support fielding and NEPA analyses and documentation.

ESOH Risk Management:

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 at program technical reviews. Discuss 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. 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.
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:

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 documented usage of hazardous materials in the program's hazardous materials 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.

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. Discuss how well the nominee communicated ESOH risks.
7. 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.
8. 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 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. Use quantitative information and examples to support these claims whenever possible.

Types of Environmental Excellence in Weapon System Acquisition Accomplishments

ESOH:

1. Execution, management, and integration of ESOH efforts into the systems engineering process.
2. ESOH risk management integration into the systems engineering process (e.g., effectively implementing MIL-STD-882D or MIL-STD-882E, pollution prevention, hazardous material management, NEPA and E.O. 12112 compliance actions).
3. Orientation of the program's ESOH effort to optimize mission sustainability, mission readiness, and total ownership costs.
4. Effective ESOH risk management execution and documentation of the ESOH effort requirements in the status in the SEP, Test and Evaluation Master Plan, PESHE, and NEPA/E.O. 12114 Compliance Schedule.
5. Successful involvement of 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. Plan and support of 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 4, August 31, 2018; 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. Environmental footprint reductions associated with hazardous waste applications.
2. Emissions reductions.

Program Management:

1. Successful incorporation of environmental analysis into the acquisition decision making process.
2. Proactive removal of hazardous materials from systems and using government/commercial information sources to identify existing materials alternatives that are commercially available.

Technology Transfer:

1. Active participation in research, development, and technology demonstration and validation projects, particularly those that support testing and fielding of new military capabilities.
2. Collaboration 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. Results (cost effectiveness, risk reduction, performance enhancement) should be considered when evaluating nominees against each criterion. Each nomination is to be considered separately; do not compare nominees against each other. All nominees should be evaluated using the information and accomplishments in their nomination package, and not by any personal knowledge or impression a judge may have.

1. Program Management:

- a. Did the nominee manage and document the ESOH effort?
- b. Did the nominee demonstrate improvement during the achievement period?
- c. Did the nominee demonstrate involvement with other program offices (i.e., budget, engineering, logistics, test)?
- d. Did the nominee prepare and keep all required plans up-to-date?
- e. How well did the nominee identify and meet individual/team and program milestones?

2. Technical Merit:

- a. Did the nominee seek out and integrate technological advances to address ESOH issues with the program?
- b. Did the nominee use innovative techniques?
- c. How were the nominee's actions effective in protecting, enhancing, and/or restoring the environment?
- d. Did the nominee's efforts promote more efficient and sustainable resource use?
- e. 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 4, August 31, 2018; 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?
- f. Are the nominee's accomplishments distinct from past successes, and if so, how are they significant?

3. Orientation to Mission:

- a. Did the nominee contribute to the successful execution and/or enhancement of the program's cost/schedule/performance?
- b. How effectively did the nominee use agile and flexible application of ESOH expertise to support developing, testing, and fielding of new military capabilities?
- c. Did the nominee help identify and develop mitigation measures to mission restrictions, as necessary? Were these measures effectively implemented?
- d. Did the nominee orient their ESOH effort to optimize mission readiness?
- e. Did the nominee involve field and/or depot personnel in their ESOH effort?

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:

- a. How effectively did the nominee execute and document the ESOH effort in the SEP, the PESHE, and the NEPA/E.O. 12114 Compliance Schedule?
- b. Did the nominee establish partnership programs? What were the contributions of these partners?
- c. Did the nominee help develop training programs?

6. Impact/Outcomes:

- a. Did the nominee's actions demonstrate cost savings or performance enhancements?
- b. What are the actual results of realized and/or projected improvements (i.e., cost savings, pounds of hazardous material eliminated, performance enhancements), in quantifiable numbers?
- c. Will the nominee's ESOH techniques and/or effort endure over time?
- d. 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 45); 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 package, 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 (United States 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, 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 in-house education 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?

APPENDIX I

2020 SecDef Environmental Awards Nomination Submission Form

**This form will be available electronically as a fillable PDF at: <https://www.denix.osd.mil/awards>*

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 Leadership¹
Name (include rank):
Formal Job Title:

¹ Include complete contact information for the Program Director or other leadership who oversees the nominee, 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 (No DSN):
Email Address:

Nominee's Public Affairs Officer/Point of Contact

Name (include rank):
Formal Job Title:
Email Address:
Commercial Phone Number (No DSN):

Video Teleconference (VTC) Connection Information

Location, Site ID, and/or IP Address:
ISDN or IP Address for your VTC System/Location:
Installation VTC POC (Facilitator's Name, Commercial Phone Number, Email):

Team Members

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

Nominee's ECHO Report Explanations, if Necessary

Nominee's Compliance Statement: Describe the nominee's relationship with the installation(s) where the nominee has a programmatic tie to land, facility, or environmental management or compliance responsibilities, and/or where nominee staff are primarily located:

If the nominee has no programmatic tie to land, facility, or environmental management or compliance responsibilities at any installation, list the primary installation where staff are located, and submit an ECHO report for that installation:

Does the nominee support or reside at multiple installations? (Yes/No):

If yes, list the installations where the nominee has a programmatic tie to land, facility, or environmental management or compliance responsibilities, and submit an ECHO report for those installations:

If no, then submit an ECHO report for the single installation the nominee supports.

Provide background information and explanations for HPV, SV, or SNC infractions in the nominee's ECHO report(s):

By submitting a nomination, the nominee and their command leadership attest that the nominee was screened against all nomination criteria and is award eligible. The nomination includes only accomplishments that occurred during the achievement period, with no violations under the Environmental Compliance History Online (ECHO) reporting. Further, the nominee and their command leadership confirm that all information included in the nomination package is unclassified and accurate.