



**ASSISTANT SECRETARY OF DEFENSE**

3400 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3400

ENERGY, INSTALLATIONS,  
AND ENVIRONMENT

December 12, 2023

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 (ENERGY,  
INSTALLATIONS, AND ENVIRONMENT)  
DIRECTOR, ADMINISTRATION AND MANAGEMENT  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Request for 2024 Secretary of Defense Environmental Awards Nominations

This memorandum is a request for your 2024 Secretary of Defense Environmental Awards nominations. Please submit your nominations in accordance with the attached guidance by February 23, 2024. 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, 2021, through September 30, 2023.

It is a great privilege to honor both military and civilian personnel for their outstanding accomplishments that improve the environmental performance of the Department. The 2024 Secretary of Defense Environmental Awards point of contact is Mr. Terry Bowers at [terry.l.bowers14.civ@mail.mil](mailto:terry.l.bowers14.civ@mail.mil) or 571-232-2482.

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Brendan M. Owens

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**  
**2024 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, the SecDef Environmental Awards program places certain awards on a two-year cycle. Specifically, large/small and non-industrial/industrial installations compete in alternate years, as the table below shows. The 2024 awards cycle encompasses an achievement period from October 1, 2021, through September 30, 2023 (FY 2022-2023).

**Secretary of Defense Environmental Awards Categories:**

<b>Cycle Begins in Even Fiscal Year (e.g., 2022, 2024, 2026)</b>	<b>Cycle Begins in Odd Fiscal Year (e.g., 2023, 2025, 2027)</b>
<b>Installation</b>	<b>Installation</b>
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
<b>Individual/Team</b>	<b>Individual/Team</b>
Natural Resources Conservation	Sustainability
Environmental Quality	Cultural Resources Management
Environmental Restoration	
Environmental Excellence in Weapon Systems Acquisition	Environmental Excellence in Weapon Systems Acquisition

## NOMINATION PROCESS OVERVIEW

### 2024 Secretary of Defense Environmental Awards Categories:

<b>Installation</b>	<b>Individual/Team</b>
Natural Resources Conservation, Small	Natural Resources Conservation
Environmental Quality, Non-Industrial	Environmental Quality
Sustainability, Industrial	Environmental Restoration
Environmental Restoration	Environmental Excellence in Weapon Systems Acquisition
Cultural Resources Management, Large	

Nominations for the 2024 SecDef Environmental Awards, for the award period of FY 2022-2023, are due to the Office of the Assistant Secretary of Defense for Energy, Installations, and Environment (OASD(EI&E)) **by February 23, 2024**. The window to submit nominations to OASD(EI&E) will be open from February 12 through February 23, 2024. 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(EI&E).**

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, 2021, through September 30, 2023**. All DoD Component nomination coordination must take place internally within each Component; nominees should not submit directly to OASD(EI&E) but rather through their appropriate headquarters chain of command. Each DoD Component may delegate internal responses to the ASD(EI&E)'s request-for-nominations memorandum down its chain of command from the Office of the Assistant Secretary to the Office of the Deputy Assistant Secretary, or Defense Agency equivalent. OASD(EI&E) 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). 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. The security review documentation must be Common Access Card (CAC)-signed by an official Public Affairs Officer.

Each DoD Component must transmit its award nomination packages under cover memorandum addressed to the ASD(EI&E) and signed by appropriate leadership. This memorandum should respond to the annual request for award nominations from the ASD(EI&E) and should attest to the accuracy, completeness, and qualification of the nominations transmitted therein. For more information, please access the Nomination Transmittal Memo Template posted under the Guidance section at <https://www.denix.osd.mil/awards>. **Please note: The awards program will not accept packages that do not include this memorandum.**

Installation awards recognize the accomplishments of installation and command environmental programs, including the accomplishments of their program staff. 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 exceed the traditional responsibilities of installation and command environmental programs. Team awards are not interchangeable with installation program awards, and installations should not use team nominations as such. Nominees for team awards must include one or more DoD civilian employees (including Intergovernmental Personnel Act [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; or non-governmental organizations or DoD contractors and host nation (HN) employees. Individual awards recognize exceptional accomplishments that stand out from, or go beyond, an individual's regular duties. Nominees for individual awards must be DoD civilian employees (including IPA employees) or members of the U.S. Armed Forces.

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 according to the six criteria listed below. Find more information about Judging Guidance for all categories beginning on page 43.

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

Winners will receive a trophy, a U.S. flag flown over the Capitol on Earth Day and over the Pentagon on Memorial Day, flag certificates from the Capitol and Pentagon, 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](http://www.denix.osd.mil/awards)) and in the annual awards program brochure.

## NOMINATION PACKAGE REQUIREMENTS AND FORMAT

The achievement period for the 2024 SecDef Environmental Awards is FY 2022 through FY 2023 (October 1, 2021, through September 30, 2023). 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(EI&E). Nomination packages must be submitted using the format and guidelines this document specifies.** A checklist with required documents and procedures for nominating each installation, team, or individual is on page 11. Please see the awards program website for past years' examples ([www.denix.osd.mil/awards](http://www.denix.osd.mil/awards)).

The nomination package must 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/Public Release Documentation
6. Photographs for Brochure
7. Photograph Captions
8. Logo

### **1. Nomination Submission Form:**

- a. Review and complete the Nomination Submission Form in Appendix I (page 46).
- b. As appropriate, form input should include the full name, rank, and formal job title of the nominee(s) and other primary contacts as this information 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, and Public Affairs Officer. 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 the judges will use to evaluate the nomination. Discuss the importance and meaning of the accomplishments thoroughly, demonstrate them quantitatively, and list them 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, which the Judging Guidance section describes in detail (page 43). 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 or Portable Document Format (PDF) 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.
  - d. The total text and graphics of the award narrative shall consist of no more than seven single-sided, 8½” 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 publications (e.g., brochure, fact sheet) that have limited space. Please be succinct yet provide enough detail to describe the scope of the nominee’s achievements.
- a. The summary should consist of a single-spaced MS Word document or PDF (12-point, Times New Roman font) on a single-sided, 8½” 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 (i) introduces the installation, team, or individual nominated for the award category, and (ii) 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. Arrange these bullets with the most significant accomplishments listed first. Support the accomplishments with quantitative outcome or impact information that clearly demonstrates the accomplishments’ importance (e.g., quantifiable cost avoidance, time savings, reductions in emissions, improved protection of human health and the environment).
  - 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 should include in their nomination package for submittal to OASD(EI&E) 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 a PDF file (<http://echo.epa.gov/>). Note: The awards program will not accept spreadsheets or any file types other than PDF.



- ii. Nomination packages for overseas installations should contain a statement that the installation is compliant with its environmental standards, which would be DoD Manual (DoDM) 4715.05, Volume 1, *Overseas Environmental Baseline Guidance Document: Conservation*; DoDM 4715.05, Volume 2, *Overseas Environmental Baseline Guidance Document: Air and Toxics*; DoDM 4715.05, Volume 3, *Overseas Environmental Baseline Guidance Document: Water*; DoDM 4715.05, Volume 4, *Overseas Environmental Baseline Guidance Document: Hazardous Materials, Storage Tanks, Spills, and Pesticides*; or DoDM 4715.05, Volume 5, *Overseas Environmental Baseline Guidance Document: Waste*; or the applicable current (within five years) Final Governing Standards. The installation executive staff or leadership with the authority to confirm this information should sign this statement. Either a physical or digital signature is acceptable as long as OASD(EI&E) has the 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 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).
- v. 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; this statement should be provided in the Nomination Submission Form.
- b. Installations where the nominee has a programmatic tie to land, facility, or environmental management or compliance responsibilities that have any High Priority Violation (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 and 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 are 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. Even if violations are in an unrelated program area, the appropriate DoD Component should expect to receive a follow-up request from the awards team for additional information about corrective actions that occurred between submission and the mid-to-late March 2024 timeframe. This will help OASD(EI&E) determine if the optics of a particular violation are acceptable for receiving an environmental award.
- c. Any new violations that occur between submission and winner announcement should be immediately reported through the nominee's chain of command to OASD(EI&E). Prior to submitting nomination packages to OASD(EI&E), the appropriate DoD Component should screen installation nominees against the ECHO report, as well as against its 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 the package's submission to OASD(EI&E).
- b. Packages must include signed copies of security review documentation for public release in the submittal to OASD(EI&E). At the Office of the Secretary of Defense level, clearance for public release of information is obtained in accordance with DoD Instruction (DoDI) 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/](http://www.esd.whs.mil/DOPSR/). DoD Components may use their own publication security review forms, but DD Form 1910 is preferable. The security review documentation must be CAC-signed by an official Public Affairs Officer.

#### 6. Photographs for 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 Portable Network Graphics (PNG) electronic format. Photographs should be a **minimum** of 4" x 6" with a **minimum** resolution of 300 dots per inch (dpi). Nominees should number photographs to align with their captions (see Photograph Captions below). The OASD(EI&E) will not accept the photos if they do not meet the minimum requirements of 4" x 6" with a resolution of 300 dpi or higher.

- c. Individuals and teams nominated for an award category must provide a photograph of themselves to appear 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 the Defense Information School article, "[One Shot – One Still: Getting It Right the First Time.](#)"

**7. Photograph Captions:**

- a. Each photograph must be accompanied by a short, two- to three-sentence caption, numbered to match the photo, in an 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. Write the caption in [plain language](#) suitable for direct use and publication in the brochure and other program materials.
- b. Ensure that the photograph caption explains what the photograph shows, how it relates to the nominees' accomplishments, and why that is important and valuable to DoD and the Defense mission. **If the photographs show personnel, please list their full names, ranks, and formal job titles.**
- c. Additional caption guidance is available in the Defense Information School article, "[Completing a Proper Caption.](#)"

**8. Logo:** Each nomination package must include a high-resolution (300 dpi or higher) 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 or PDF, 7-page limit)	<input type="checkbox"/>
3.	Brochure Summary (MS Word or PDF, 1-page limit)	<input type="checkbox"/>
4.	Compliance History <ul style="list-style-type: none"> <li>- ECHO Report(s)</li> <li>- Nominee screened against ECHO and internal violation reports, and does not have HPV, SV, or SNC violations during the achievement period</li> <li>- If overseas submission, an official statement that they are in compliance with their environmental governing standards</li> </ul>	<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; minimum size of 4" x 6" with a minimum resolution of 300 dpi; PNG or JPG format)	<input type="checkbox"/>
7.	Photograph Captions (maximum length of 3 sentences each)	<input type="checkbox"/>
8.	Logo (minimum 300 dpi resolution; PNG or JPG format)	<input type="checkbox"/>
*	Accomplishments featured in the nominee's narrative occurred during the achievement period (October 1, 2021, through September 30, 2023)	<input type="checkbox"/>
*	Nominee screened against all nomination criteria and is award eligible	<input type="checkbox"/>
*	All information included in the nomination package is <b>unclassified and cleared for public release</b>	<input type="checkbox"/>

## **DESCRIPTION OF THE 2024 SECDEF ENVIRONMENTAL AWARDS 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 management and use of the land and waters and their resources; support of the military readiness mission; and the promotion of innovative ecosystem management perspectives. Efforts may include engaging in proactive, collaborative conservation efforts to protect threatened, endangered, and at-risk species and their habitats; reducing bird/wildlife aircraft strike hazard incidents; managing proactively to reduce wildfire risks; reducing and eradicating invasive species; and making landscapes more resilient to ensure access to realistic combat environments while protecting ecosystems and the species that live there. The DoD Components may nominate (a) any small DoD installation with fewer than 10,000 acres, which can include leased, military-owned, or administered 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, Toxic Substances Control 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), including ranges, test centers, contracting and policy agencies/organizations/offices, and research and development (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 emissions reduction efforts, toxic and hazardous chemical reduction efforts, the procurement of sustainable goods and services, waste diversion, electronic stewardship, and efforts to plan for adaptation and resilience. Sustainable practices ensure that DoD protects valuable resources 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 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 (NHOs), states, and other historic preservation stakeholders to protect cultural resources in a manner that sustains mission readiness while operating 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 ranges, or training practice areas.

**Environmental Excellence in Weapon Systems Acquisition (Individual/Team)**

This award recognizes efforts to incorporate environment, safety, and occupational health (ESOH) requirements into a weapon systems acquisition program’s system engineering, product support (logistics), contracting, and decision-making processes. Adhering to ESOH requirements enhances the DoD’s acquisition process to ensure that weapon systems programs prioritize the safety of personnel and protection of the environment. The DoD Components may nominate an individual or team that executes ESOH requirements for the program office, including geographically dispersed teams not co-located at the same installation. Installations, laboratories, and other organizations that are not an integral active member for the acquisition program are not eligible for this award.

## AWARD CATEGORIES

### Natural Resources Conservation – Small Installation

**Eligibility:** Presented to a small installation with 10,000 acres or fewer (including leased, military-owned, or administered 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 or waters and their resources. To be eligible for this award, installations must be covered by a compliant Integrated Natural Resources Management Plan (INRMP) during the entire achievement period and must have conducted an internal natural resources self-assessment within the achievement period. Additionally, installations must have met with one or more of their INRMP partners during the achievement period.

**Definitions:**

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, the U.S. Fish and Wildlife Service (USFWS), 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 adequately address Sikes Act purposes and requirements.

**Judging Criteria:** The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 43 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 (internal and external to the installation).
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.
7. The nominee's use of partnerships and innovation to achieve conservation.

**Narrative Packet:**

Introduction: Describe the installation mission, approximate civilian and military population (unless classified), and total acreage managed under the nominee's INRMP, followed by a description of the component acreage under the natural resources 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 about the natural resources program and about updating and implementing the installation's INRMP including details about meetings with the installation's INRMP partners. List the date of the most recent review/revision for operation and effect of the nominee's INRMP.<sup>1</sup> Briefly describe the organization and staffing of the nominee's natural resources program. Briefly describe any committees or boards that influence the nominee's natural resources.

Summary of Accomplishments: Describe the natural resources program's most outstanding accomplishments during the achievement period. Summarize how the program implemented innovative techniques to achieve conservation and provide details on conservation and program successes (if applicable). Describe how the INRMP goals and objectives helped achieve conservation and mission success during the achievement period. Provide examples of science and research accomplishments that enable the installation's mission, achieve cost savings, or achieve conservation success. Please ensure that these examples are distinct from past successes. Describe what is unique about the program, its cost-effectiveness, how the program goes beyond meeting statutory and regulatory requirements, and how the natural resources program supports the military mission through its efforts. Use quantitative information and examples to support these claims, whenever possible.

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<sup>1</sup> If the INRMP is a new INRMP, please provide the approval date.



## Natural Resources Conservation – Individual/Team

**Eligibility:** Presented to any person or team consisting of two or more people 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 43 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 (internal and external to the installation).
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.
7. The nominee's use of partnerships and innovation to achieve conservation.

### **Narrative Packet:**

**Introduction:** Describe the installation mission that the individual/team supports and list the individual's, or each team member's, name, title or position, and employing organization.

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

**Summary of Accomplishments:** Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques to achieve conservation and provide detail on conservation and program successes (if applicable). 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 beyond the individual's regular duties that supported the mission and natural resources conservation. Explain how the nominee's accomplishments significantly supported the mission and, please ensure that these examples 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 Management**

Describe how the:

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

**Mission Enhancement:** Describe how accomplishments and improvements in the natural resources program have enhanced the ability of the nominee to carry out its military mission. Describe how actions in the INRMP or undertaken by the natural resources program maintained or enhanced the mission. Use quantitative information and examples to support these claims, whenever possible.

### **Land Use Management**

Describe how the program uses:

1. Erosion control.
2. Water conservation and quality protection.
3. Agricultural land management, including prime and unique farmland protection and out-leasing programs.
4. Natural resources improvements and benefits from agricultural out-leases.
5. Environmentally beneficial landscaping and native plant conservation/use, emphasizing those that reduce long-term maintenance costs or enhance pollinator conservation.
6. Coordination and cooperation with the U.S. Department of Agriculture Natural Resources Conservation Service, Bureau of Land Management (BLM), county agricultural extension service, and/or other land management agencies.

### **Forest Management**

Describe how the program uses:

1. Habitat management.
2. Reforestation.
3. Timber-stand improvements.
4. Use of prescribed burning.
5. Establishment and protection of unique forest areas.
6. Commercial forestry programs.

7. Cooperative efforts with the U.S. Forest Service, BLM, state foresters, and similar groups or agencies.

Describe how these efforts contribute to installation resilience.

### **Fish and Wildlife**

Describe how the natural resources program supports and enhances the:

1. Promotion of species and habitat health.
2. Protection of Federal- and state-listed threatened and endangered species, game and non-game fish and wildlife, and their habitats.
3. Identification and protection of candidate and at-risk species.
4. Identification and protection of significant wildlife resources.
5. Protection or enhancement of migratory bird habitat and flyways.
6. Reintroductions and stocking of native species.
7. Degree of access and use of hunting and fishing opportunities by the nominee's personnel and the general public.
8. Improvements in permitting programs and fee schedule for hunting, fishing, or other recreation opportunities.
9. Coordination with state wildlife action plans.
10. Coordination and cooperation with USFWS, the National Marine Fisheries Service, and state fish and wildlife agencies, including annual program reviews of effectiveness of INRMP implementation.

Describe how the INRMP provided conservation benefits for listed, candidate, or at-risk species or was used to preclude critical habitat designation.

### **Other Natural Resources**

Describe the installation's natural resources that are available for and support recreation and public access, including:

1. Camping; watchable wildlife, including bird watching; and nature trails.
2. Off-road vehicle control.
3. Cooperation and coordination with Federal, state, and local outdoor recreation agencies.
4. Provisions for disabled access.
5. Native pollinator conservation/enhancement.
6. Research, development, and demonstration/validation activities.
7. Compliance with treaties and that rights to natural resources are retained by American Indian tribes, as applicable.

### **Invasive Species Control and Pest Management**

Describe the natural resources program's:

1. Applications of integrated pest management that support and improve the nominee's natural resources program, especially procedures that reduce required pesticide applications without adversely affecting necessary pest control actions.
2. Efforts to control nuisance and invasive species and mitigate their introduction through early rapid response to invasive species that adversely impact mission training capabilities and the nominee's natural resources.

3. Improvement of military personnel and installation visitors' education and awareness of invasive plants or animals and their impacts.

**Community Outreach and Education (on and off the nominee's property)**

Describe the installations efforts to provide and support:

1. Public education on natural resources management regulations and enforcement programs.
2. Personnel and public awareness programs on safety, including outdoor safety, especially regarding venomous, toxic, or otherwise potentially injurious plants or animals.
3. Public natural resources conservation activities with scouts, public-school classes, and other groups.
4. Cooperation with Federal, state, local, agencies, non-governmental organizations, and academic institutions that support conservation.
5. Consultation with governments of affiliated American Indian or Alaska Native tribes or NHOs, as applicable.

**Environmental Enhancement:** Describe how accomplishments and improvements in the natural resources program have improved the quality of life for the installation's personnel and the 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, Toxic Substances Control Act). All sizes of non-industrial installations (large or small) are eligible in this award category. Ranges, test centers, contracting and policy agency/organizations/offices, and R&D centers should compete in the non-industrial installation category. Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should *not* compete in this category.

**Judging Criteria:** The judges will evaluate nominations based on the following criteria (see the Judging Guidance on page 43 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 (internal and external to the installation).
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 program implemented innovative techniques and how these techniques were successful (if applicable). List the objectives of the environmental management program or, when applicable, the Environmental Management System (EMS), as well as the degree to which the nominee attained relevant objectives during the achievement period. 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 supports the military mission. 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 who 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, Toxic Substances Control 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 43 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 (internal and external to the installation).
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 being supported by the individual/team and list the individual's, or each team member's, name, title or position, and employing organization.

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

**Summary of Accomplishments:** Describe the nominee's most outstanding accomplishments and how the nominee improved environmental quality and/or protected human health during the achievement period. Summarize how the program implemented innovative techniques and how these techniques were successful (if applicable). List and describe awards and other special

environmental quality recognition given to the nominee during the achievement period. Describe any related 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 most outstanding features of the program, including significant process on EMS implementation and operation, where applicable. 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 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. Identification of projects, materials, and process changes to enhance and ensure the long-term sustainability of the mission, prevent resource depletion, and 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 conservation 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:

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, and local agencies, organizations, and academic institutions (United States only).
3. Environmental education efforts including Community Right-to-Know activities (on and off the installation) (United States only).
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;*<sup>2</sup> and documentation, identification, and analysis of any disproportionate impacts on targeted minority or low-income communities (United States only).
5. Programs and activities to enhance environmental awareness and community involvement for base personnel and residents of military housing (Overseas only).

**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. Adherence to and setting of objectives and goals that promote long-term operational sustainability and development of 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 of analysis to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures.
3. Setting of objectives and goals that promote long-term operational sustainability and development of 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.

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<sup>2</sup> OASD(EI&E) tracks new E.O.s and environmental requirements and includes E.O.s in the guidance based on DoD policy and guidance during the awards cycle achievement period.

## Sustainability – Industrial Installation

**Eligibility:** Presented to installations that have made significant progress implementing sustainability practices, as defined in E.O. 13990, *Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis*, 2021; E.O. 14008, *Tackling the Climate Crisis at Home and Abroad*, 2021; E.O. 14057, *Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability*, 2021; 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 non-industrial installation category. Ranges, test centers, contracting and policy agency/organizations/offices, and R&D centers should *not* compete in this category.

**Judging Criteria:** The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 43 for additional details):

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 other entities (internal and external to the installation).
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 and provide the approximate civilian and military population (unless classified), and total acreage of the installation. 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). Strong consideration will be given to the nominee’s summary of how the program aspects enhance the mission, ensure resilience, reduce impacts to natural and man-made resources, and reduce costs where applicable. Describe installation leadership’s involvement in the program, including the role of environmental, procurement, public works, logistics, and operational personnel. Summarize sustainability challenges and how they were addressed.

**Summary of Accomplishments:** Describe the nominee’s most outstanding accomplishments during the achievement period. 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 emissions reduction efforts, adaptation and resilience planning, electronics stewardship, energy and water efficiency, waste diversion, renewable energy use, and performance contracting. Summarize how the programs implemented innovative techniques and how these techniques were successful (if applicable). List the objectives of the sustainable practices, master planning, natural infrastructure management, improved air quality, and/or green practices (including reduction, reuse, and recycling of toxic

contaminants; water and energy efficiency; increase in use of renewables; and sustainable procurement), and the extent to which each objective was successful 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 were distinct from past successes in significantly supporting the mission and reducing life-cycle costs. Describe the use of any programs for improving stakeholder involvement from line organizations, communities, or boards to assist in and influence sustainable practices. Describe if the program went beyond meeting statutory and regulatory requirements and how it supported the military mission during the achievement period. Use quantitative information and examples to support these claims whenever possible.

## **Types of Sustainability Accomplishments**

**E.O.s 13990, 14008, and 14057:** Describe activities the nominee carried out to achieve the goals of E.O.s 13990, 14008, and 14057 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. These activities could include developing targets for greenhouse gas emissions reduction and incorporating strategies to meet those targets into planning and budgeting activities; reducing building energy use and implementing energy-efficiency measures that reduce costs; meeting statutory requirements related to the consumption of renewable energy and electricity; reducing potable and non-potable water consumption and complying with stormwater management requirements; ensuring that 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 reductions, energy and water savings, and other appropriate performance measures.

**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. Minimize water consumption and maximize water efficiency.
4. Incorporate stormwater management.
5. Enhance indoor environmental quality.
6. Optimize operations and maintenance practices.
7. Conduct planning for adaptation and resilience as applicable.
8. Identify facilities planned, under way, and completed to U.S. Green Building Council standards, or other equivalent standards, and level of certification achieved, as applicable.
9. Update master plans to create livable communities.

**Material Management:** Describe the following:

1. Efforts to identify alternative materials to potentially replace environmentally harmful substances or virgin materials. Describe how these alternative materials avoid resource depletion and impacts on the natural environment and human health, thereby supporting long-term operational sustainability.
2. Whether the material substitution is transferable to other processes on the nominee's property or at other DoD locations.
3. Efforts by industrial process owners/operators to implement pollution prevention and/or sustainability initiatives.
4. Reductions in risk, costs, emissions, virgin materials, and/or hazardous materials (HAZMAT) used in the changed process.

5. Measurable results achieved with the changed material management practices (e.g., decrease in generation of air or water pollution, decrease in volume and cost of hazardous waste disposal, reduced risk to workers, and/or cost savings in procurement of materials).

**Recycling and Waste Diversion Program:** Describe the following:

1. The type and size of the recycling program.
2. The types of solid waste materials recycled.
3. Other materials recycled or diverted, including HAZMAT.
4. The installation composting program, if one exists.
5. Manufacturing source reduction.
6. Cost avoidance (total solid waste management costs) from recycling, diversion, or return of funds 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:** Describe the following:

1. Key initiatives of the sustainable procurement program (e.g., conducting education and outreach and/or developing tools for contracting officers).
2. The nature and extent of personnel/organizational awareness training in Federal sustainable purchasing programs (e.g., affirmative procurement of recycled content products, bio-based products, energy-efficient products, low standby power products, water-conserving products and/or low-volatile organic chemical products).
3. Functional areas participating in the sustainable procurement program.
4. Statutorily mandated items purchased (e.g., recycled content, ENERGY STAR and Federal Energy Management Program-designated, and/or BioPreferred products).
5. Other items and services identified by EPA programs purchased (e.g., Significant New Alternatives Policy, WaterSense, Safer Choice-labeled, and/or SmartWay products).
6. Purchase of environmentally preferable products and services meeting non-Federal specifications, labels, or standards.
7. Method and uses of performance measurements to improve program effectiveness.
8. Modification to specifications and contracts (e.g., statements of work, statements of objectives, ordering documents, and/or Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement clauses) to promote purchases of sustainable items. Discuss the use of Government-wide and shared acquisition vehicles that already include sustainability requirements.

**Sustainable Landscaping:** Describe how the nominee is meeting the goals outlined in Unified Facilities Criteria 3-201-02, *Landscape Architecture*, Section A-7.7, *Xeriscaping*, such as implementing xeriscaping to save water and reduce maintenance requirements.

**Education, Outreach, and Partnering:** Describe the following:

1. Initiatives taken to transfer sustainability lessons learned to other parts of DoD and other Federal agencies.
2. Community involvement, activities, and affiliations with civic and environmental organizations in sustainability.
3. Cooperation with Federal, state, and tribal governments and local agencies, organizations, and academic institutions on sustainability activities.
4. 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 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 or non-industrial), sizes (large or 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 Judging Guidance on page 43 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 (internal and external to the installation).
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

### **Narrative Packet:**

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

**Background:** Provide background information about the installation's environmental restoration program and challenges. Describe the organization, staffing, and management approach of the nominee's environmental restoration program. Describe community involvement programs, such as restoration advisory boards 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).

**Summary of Accomplishments:** Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques and how these techniques were successful (if applicable). 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 supports the military mission. Use quantitative information and examples to support these claims whenever possible.



## **Environmental Restoration – Individual/Team**

**Eligibility:** Presented to any person or team consisting of two or more persons who 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 sites impacted by past DoD activities protects military personnel, their families, and the public from potential human health, environmental, and safety hazards. 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 43 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 (internal and external to the installation).
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 supported by the individual/team and list the individual's, or each team member's, name, title or position, and employing organization.

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

**Summary of Accomplishments:** Describe the nominee's most outstanding accomplishments during the achievement period. List and describe award or other environmental restoration 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 beyond the individual's regular duties. 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. 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 Base Realignment and Closure 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. Program optimization and streamlining 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 and site management techniques reduced the risk to human health and the environment.

### **Green Remediation:**

1. Strategies to implement green and sustainable remediation opportunities and the presentation of any guidance issued or under development.
2. Success in implementing green and sustainable remediation and discussion of 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 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, 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 43 for additional detail):

1. How well the nominee implemented program goals and objectives in accordance with the installation ICRMP, mission support needs, and DoD policy, including requirements for consultation with American Indian and Alaska Native tribes and NHOs.
2. How successfully the program implemented 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 the military readiness 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 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 the installation CRM program, including:

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

3. A description of any extant CRM tools such as Programmatic Agreements, Corporative Agreements, or use of Program Alternatives (as found in 36 Code of Federal Regulations [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 memorandum "DoD Guidelines on Maintaining the Confidentiality of Information about Indian Sacred Sites" for additional guidance ([https://www.denix.osd.mil/na/policy/dod-policies/guidelines-sacred-sites-2018/18-S-1199%20cleared%20DoD%20Sacred%20Sites%20Confidentiality%20Guidelines%20March%202018..\\_pdf](https://www.denix.osd.mil/na/policy/dod-policies/guidelines-sacred-sites-2018/18-S-1199%20cleared%20DoD%20Sacred%20Sites%20Confidentiality%20Guidelines%20March%202018.._pdf)).

Summary of Accomplishments: 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.

Summarize how the installation implemented innovative techniques or used specialized tools, such as consultation protocols, and how these techniques were successful in supporting the mission. Explain how the nominee's accomplishments significantly supported the mission and were distinct from past successes. Describe the program's cost-effectiveness, whether it goes beyond meeting statutory and regulatory requirements, and how it supports the military mission. 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 (i.e., 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, 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 the 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 of Historic Places resource evaluations.
5. Accurate coding of historic assets in real property inventory/databases.

### **Archaeological Resources:**

1. Evidence of an increase in total acres on an installation surveyed for archaeological resources.
2. Acres surveyed during the 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 of 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. Consultation with relevant tribes to identify and protect sacred sites.
3. Consultation to establish or maintain 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 NHOs.
4. Consultation to develop and complete inventory and repatriation efforts for all sites/artifacts/items of religious cultural patrimony in accordance with the Native American Graves Protection and Repatriation Act 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. Initiatives to ensure that 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 the nominee's 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 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 with 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 reuse of historic properties.
2. Partnerships (internal or external) that enhance CRM support of the military mission.
3. Programs that enable additional land to be made available for military testing/training through proactive CRM.

## **Environmental Excellence in Weapon Systems Acquisition – Individual/Team**

**Eligibility:** Presented to any individual or team that is part of an acquisition program of record (as defined in DoDI 5000.02, *Operation of the Adaptive Acquisition Framework*) making a significant contribution to an established ESOH risk and requirements management effort for that acquisition program as required by DoD Directive (DoDD) 5000.01, *The Defense Acquisition System*, DoDI 5000.02, and DoDI 5000.88, *Engineering of Defense Systems*. This ESOH risk management effort spans across the life-cycle of the weapon system. This includes the identification of ESOH requirements, conduct of hazard analysis and risk assessment, implementation of mitigation measures, and risk acceptance decisions before exposing people, equipment, or the environment to known system-related hazards. The effort should demonstrate active participation with end users, receiving installations, and training locations to ensure NEPA/E.O. 12114 compliance requirements are addressed prior to executing test events and prior to system delivery. Applicants should demonstrate the successful identification, minimization, and management of HAZMAT, wastes, and pollutants (discharges/emissions/noise) associated with the system, as well as development of plans for minimization, control, and/or safe disposal.

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 at least one person who is a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces.

**Judging Criteria:** The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 43 for additional detail):

1. Program Management: How well the nominee managed and documented the ESOH risk and requirements management effort for the program.
2. Technical Merit: The technical merits of the nominee's ESOH effort to integrate life-cycle ESOH risk and requirements management into the systems engineering and product support processes based on policy requirements (DoDD 5000.01; DoDI 5000.02; DoDI 5000.88; other DoDI 5000-series relevant to the acquisition program; and Military Standard (MIL-STD)-882E, *Department of Defense Standard Practice: System Safety*.)
3. Orientation to Mission: How well the nominee contributed to the successful execution of the program's ESOH risk management and requirements efforts; how effectively the nominee used ESOH expertise to support developing, testing, and fielding of military capabilities; and how well the nominee involved the user community in ESOH efforts.
4. Transferability: How effectively the nominee incorporated and transferred ESOH mitigations and lessons learned from and to other programs (e.g., legacy weapon systems programs, Service Safety Centers).
5. Stakeholder Interaction: How well the nominee communicated to others on their team, if applicable, within the Program Office, or to external stakeholders including transfer of ESOH mitigation measures and lessons learned.
6. Impact/Outcome: The nominee's demonstration of ESOH risk mitigations, HAZMAT identification/minimization, and/or performance enhancement. The



quantified results should include actual realized and/or projected improvements (e.g., cost savings, pounds of HAZMAT eliminated, performance/process improvements).

**Narrative Packet:**

Introduction: Introduce the individual/team by describing (a) the weapon system acquisition program (including the Acquisition Pathway of the 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: Briefly describe the weapon systems acquisition program under the purview of the individual/team (include a system description, concept of operations or mission, and where the program is in the acquisition life cycle). Provide a summary of the nominee's major routine duties and responsibilities during the achievement period to provide context for the accomplishments. Summarize how the nominee integrated the ESOH risk management and requirements effort into systems engineering, testing, product support, etc., using the Judging Criteria to highlight the most relevant ESOH activities and results.

Summary of Accomplishments: Describe the nominee's most outstanding ESOH-related accomplishments during the achievement period and how they support the mission. Summarize how the nominee implemented innovative techniques and how these techniques were successful (if applicable). List and describe program-related awards and other special recognition given to the nominee during the achievement period. Use quantitative information and examples to support these claims whenever possible. If the nominee participated in this award in the previous awards cycle, explain how the nominee's accomplishments were distinct from past successes.

## **Types of Environmental Excellence in Weapon Systems Acquisition Accomplishments**

### **ESOH Integration:**

1. Integration of ESOH risk and requirements management into the systems engineering and product support processes pursuant to DoDD 5000.01, DoDI 5000.02, DoDI 5000.88, other DoDI 5000-series relevant to the acquisition program, and MIL-STD-882E.
2. Demonstrated incorporation of ESOH analyses into the acquisition decision-making process.
3. Assessment of compliance with applicable ESOH statutes and regulations and potential issues/impacts, based on system requirements and operational profile.
4. Incorporation of ESOH requirements and analyses (e.g., system safety analyses, emissions characterizations, HAZMAT elimination/reduction, operational noise requirements) into solicitations, contracts, specifications, and other requirements documents.
5. Compliance with NEPA/E.O. 12114 for program actions including the establishment and maintenance of a Compliance Schedule and other required analysis/documentation and coordination with the receiving organizations (facilities/ranges) to evaluate potential environmental impacts and any mitigation measures associated with testing and operation of the system.
6. Incorporation of ESOH requirements for demilitarization/deactivation/disposal of the system in accordance with ESOH regulatory requirements.

### **ESOH Risk Management:**

1. Identification of hazards, assessment of risks for identified hazards, risks eliminated or mitigated, and risk management using a hazard tracking system following the MIL-STD-882E system safety methodology.
2. Formal acceptance of risks in consultation with the user representative.
3. Communication/briefing of ESOH risks at program and technical reviews and for fielding decisions.
4. Identification/implementation of mitigation measures (especially for high and serious risk), the level of success in reducing the risk through verification/validation, and the mitigation measure(s) that could be transferred to other DoD programs.
5. Minimized cost, schedule, or performance risks to the program by eliminating/mitigating ESOH risks.
6. Participation in Class A and B mishap investigations, as applicable, by providing analyses of hazards that contributed to the mishap and recommendations for materiel risk mitigation measures, and implementation of recommendations arising from these investigations to prevent recurrence.

### **HAZMAT Management and Pollution Prevention:**

1. Approach to identify, characterize, select, track, and eliminate/minimize HAZMAT, wastes, and pollutants (discharges/emissions/noise) associated with the system.
2. Use of National Aerospace Standard (NAS) 411, *Hazardous Materials Management Program Standard Practice*, and NAS 411-1, *Hazardous Materials Target List Standard Practice*, as an approach to HAZMAT program management.

3. Identification of measures to minimize, control, and/or safely dispose of identified HAZMAT, wastes, and pollutants as part of demilitarization/deactivation/disposal planning.
4. Identification and implementation of less hazardous alternatives in parts/processes (e.g., alternatives to hexavalent chromium).

**Additional Stakeholder Coordination:**

1. Involvement and coordination with the test and evaluation community, user community (e.g., obtaining concurrence on ESOH risks), receiving organization(s), and others with respect to integrating ESOH risk and requirements management in the life cycle of the system.
2. Implementation of actions to enhance acquisition ESOH awareness at any level or any functional area within the program and/or DoD.
3. Evident cooperation with Federal, state, and local agencies, organizations, and academic institutions to influence weapon systems acquisition.
4. Performance of technology transition efforts that other programs across the DoD Components could implement.
5. Transference of lessons learned from other weapon systems programs.

**Sustainability:**

1. Reductions in environmental footprint of the system (e.g., HAZMAT and hazardous waste applications/processes, emissions).
2. Adherence to DoDI 4105.72, *Procurement of Sustainable Goods and Services*, where possible.

**Technology Development:**

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

## JUDGING GUIDANCE

**General:** Each nominee is to be judged qualitatively relative to the six criteria listed below; cost-effectiveness, productivity, 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 packages, and not based on any personal knowledge or impression a judge may have. With respect to 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. A judge score sheet template is included in Appendix II (page 50) for reference. OASD(EI&E) will provide fillable judge score sheets to judges with all other judging materials. 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, including INRMP or ICRMP, 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., operations, testing, range, pest management, master planners, real property, bird/wildlife aircraft strike hazard, facilities, and other installation communities)?
- 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 mission benefits and cost savings (e.g., approaches that benefited the installation's mission, 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 and/or technologies? How is the innovation significant, and how did it improve the nominee's ability to meet mission goals?
- b. Was the nominee effective in protecting, enhancing, and/or restoring the environment?
- c. Did the nominee quantify the accomplishments to demonstrate the scale of projects and impacts of successes?
- d. Did the nominee promote protection and/or more efficient and sustainable use of resources?

- e. Are the nominee's accomplishments distinct from past successes? How are they significant?

**3. Orientation to Mission:**

- a. Did the nominee demonstrate substantive involvement/coordination 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 or innovative approaches to address mission restrictions, as necessary? Were these effectively implemented?
- d. Did the nominee utilize science and research contributions that directly supported 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:**

- a. United States only:
  - i. Did the nominee interact with the surrounding community, state and local regulators, non-regulatory agencies, and non-governmental organizations?
  - ii. Did the nominee consult with American Indian tribal governments, Alaska Native tribal governments, or NHOs when required by Federal law?
  - iii. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
  - iv. Did the nominee develop public and in-house educational and outreach programs?
  - v. Did the nominee promote public access?
  - vi. Did the nominee include substantive opportunities for public involvement and two-way communication?
  - vii. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?
- b. Overseas only:
  - i. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?
  - ii. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
  - iii. Did the nominee develop in-house educational programs?

- iv. Did the nominee include substantive opportunities for stakeholder involvement and two-way communication?
  - v. Did the nominee achieve success in enhancing environmental awareness and community involvement for installation personnel and residents of military housing?
  - c. Environmental Excellence in Weapon Systems Acquisition only:
    - i. How well did the nominee communicate to others on their team, if applicable, within the Program Office, or to external stakeholders? What mechanisms/documents were used to facilitate and document communications?
    - ii. How well did the nominee communicate ESOH risks effectively to others?
    - iii. Did the nominee establish partnership programs? What were the contributions of these partners?
    - iv. Did the nominee help develop training programs?
- 6. Impact/Outcomes:**
- a. Will the technique and/or program endure?
  - b. Is there a framework in place to build on and improve the nominee's accomplishments in the future?

**APPENDIX I**

## 2024 SecDef Environmental Awards Nomination Submission Form

*\*This form will be available electronically to fill out 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: <sup>1</sup>

<sup>1</sup> Team/individual award recognition materials are addressed and shipped to the nominee contact.

Nominee s Installation Commander/Commanding Officer, or Equivalent Leadership <sup>2</sup>
Name (include rank):
Formal Job Title:
Mailing Address: <sup>3</sup>

<sup>2</sup> Include complete contact information for the Program Director or other leadership who oversees the nominee, if different from the Commander or Commanding Officer.

<sup>3</sup> Installation award recognition materials are addressed and shipped to the nominee’s Installation Commander/Commanding Officer, or equivalent leadership.

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):



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

**Nominee’s Environmental Compliance History Online (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, 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 ECHO reporting. Furthermore, the nominee and their command leadership confirm that all information included in the nomination package is unclassified and accurate.*

**APPENDIX II**

## 2024 SecDef Environmental Awards Judge Score Sheet Template

**2024 Secretary of Defense Environmental Awards**  
**Category: XX**  
**Judge Score Sheet**

*NOTE: The maximum value for each criterion is 10, meaning that the nominee "strongly meets" the competency, while a score of 0 means that the nominee "does not meet" the competency.*

Scoring Table (Score 0 to 10)									
ID	DoD Service or Agency	Installation Name	Program Management	Technical Merit	Orientation to Mission	Transferability	Stakeholder Interaction	Impact/Outcomes	TOTAL
ex:	Army	Army Installation XYZ	7	5	8	3	9	7	39
1									0
2									0
3									0
4									0
5									0

*Please provide any positive or constructive feedback on any nomination below. Feedback will be aggregated and will not be attributed to individual judges.*