OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
3400 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ENERGY,
INSTALLATIONS,
AND ENVIRONMENT

NOV - 6 2015

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

SUBJECT: Request for 2016 Secretary of Defense Environmental Awards Nominations

This memorandum is a request for your 2016 Secretary of Defense Environmental Awards nominations. Please submit your nominations in accordance with the attached guidance by March 1, 2016. Each Military Service and Defense Agency may submit one nomination for each of the six Installation and three Individual/Team award categories shown on page 3 of the attached guidance. The period for these accomplishments is October 1, 2013 through September 30, 2015.

Due to anticipated travel and budgetary constraints we are not planning a formal 2016 Pentagon ceremony. My staff will continue to provide appropriate means to recognize winners in lieu of a formal ceremony. It is a great privilege to honor both military and civilian personnel for their outstanding accomplishments to improve the environmental performance of the Department. My point of contact for the SecDef Environmental Awards is Ms. Michelle Volkema, (571) 372-6888 or michelle.a.volkema.ctr@mail.mil.

John Conger
Performing the Duties of the Assistant Secretary of Defense
(Energy, Installations and Environment)

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)

2016 SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS

GUIDANCE FOR FISCAL YEARS 2014-2015

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ABOUT THE AWARDS

Each year since 1962, the Secretary of Defense (SecDef) has honored installations, teams, and individuals for outstanding achievement in Department of Defense (DoD) environmental programs. As structured since Fiscal Year (FY) 2009, certain awards are on a two-year cycle with large/small and non-industrial/industrial installations competing in alternate years, as shown in the table below. This year's awards cycle encompasses an achievement period from October 1, 2013 through September 30, 2015 (FY 2014-2015).

Secretary of Defense Environmental Awards Categories:

Cycle Ends in Odd Fiscal Year (e.g., 2013, 2015, 2017)	Cycle Ends in Even Fiscal Year (e.g., 2014, 2016, 2018)
Installation	**Installation**
Natural Resources Conservation, Small	Natural Resources Conservation, Large
Environmental Quality, Non-Industrial	Environmental Quality, Industrial
	Environmental Quality, Overseas
Sustainability, Industrial	Sustainability, Non-Industrial
Environmental Restoration	Environmental Restoration
Cultural Resources Management, Large	Cultural Resources Management, Small
Individual/Team	**Individual/Team**
Natural Resources Conservation	Sustainability
Environmental Quality	Cultural Resources Management
Environmental Restoration	
Environmental Excellence in Weapon System Acquisition, Large Program	Environmental Excellence in Weapon System Acquisition, Small Program

NOMINATION PROCESS OVERVIEW

2016 Secretary of Defense Environmental Award Categories:

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

Nominations for the FY 2014-2015 SecDef Environmental Awards, to be presented in 2016, are due to the Office of the Assistant Secretary of Defense (Energy, Installations and Environment (OASD(EI&E)) **by March 1, 2016.** The window to submit nominations to OASD(EI&E) will be open from February 22 through March 1, 2016. Before submitting nominations, please email EnvironmentalAwards@bah.com to request file-transfer instructions.

Each Military Service and Defense Agency may submit one nomination for each of the nine award categories listed **for achievements from October 1, 2013 through September 30, 2015**. The nominating Military Department or Defense Agency is responsible for clearing nominations for public release and providing the associated documentation to OASD(EI&E). All package components must be unclassified; a DD 1910 form or other attestation by a qualified entity must be included in the nomination package.

Nominees for individual awards must be DoD civilian employees (including Intergovernmental Personnel Act [IPA] employees) or members of the U.S. Armed Forces. Nominees for team awards must include one or more DoD civilian employees (including IPAs) or members of the U.S. Armed Forces; other team members may be DoD contractor employees. Nominations for individual/team awards should be specific to individual or team accomplishments, while nominations for installation awards should specifically focus on the installation's programmatic accomplishments. Nominations should emphasize accomplishments that demonstrate cost effectiveness and positive outcomes in support of military readiness and the mission.

Installations, individuals, and teams that previously won the SecDef Environmental Awards for a given category are not eligible to compete within the same category using the same accomplishments for any subsequent submission.

OASD(EI&E) will upload all nomination narratives to the Defense Environmental Network and Information Exchange (DENIX) website for online viewing by the judges and subsequent viewing by the public. All information submitted must be cleared and unclassified for this purpose.

Upon receipt of the nomination packets, a panel of judges from government, non-governmental organizations, academia, and the private sector selected by OASD(EI&E) will evaluate the nominations on criteria listed below. Judging guidance for all categories except Environmental

Excellence in Weapon System Acquisition (EEWSA) is described on page 43. EEWSA judging guidance is on page 40:

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

Winners are selected based on evaluation by the SecDef Environmental Awards judges. The winners will receive a trophy, a U.S. flag flown over both the Capitol and the Pentagon, and a SecDef achievement certificate. All qualified nominees will receive recognition on the website (www.denix.osd.mil/awards) and in a printed awards brochure.

NOMINATION PACKAGE REQUIREMENTS AND FORMAT

The achievement period for the 2016 SecDef Environmental Awards includes FY 2014 through FY 2015 (October 1, 2013 through September 30, 2015). The nomination packets must be unclassified and should not feature achievements accomplished outside of this period. Nomination packages must be submitted using the format and guidelines prescribed in this document. A checklist with required documents and procedures for nominating each installation/individual/team is provided on page 8. The nomination package shall contain all of the following pieces, where each piece is a separate electronic document:

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

1. Nomination Submission Page:

a. Award category.
b. Name of nominated person, team, or installation.
c. Title of nominee(s) (if individual/team award).
d. Formal name of nominee(s) as it should appear on publications (website, press release, brochure, trophy, etc.).
e. Nominee's telephone numbers (commercial and DSN), e-mail address, and full mailing and shipping address.
f. Name of primary point of contact for nomination package and general awards communications ("nominating individual"), if different from nominee.
g. Nominating individual's telephone numbers (commercial and DSN), e-mail address, and full mailing address.
h. Name, title, and contact information for installation commander, program director, or headquarters leadership who oversee nominee, as appropriate for the award category.
i. Nominee's Public Affairs Office (PAO) point of contact and full contact information (e-mail and telephone numbers).
j. Brief (2-3 sentence) description and attestation that the nominee has been screened against all nomination criteria and is award eligible.

2. Compliance History: Each installation in the U.S. or its territories shall submit to OASD(EI&E) the latest available Detailed Facility Report from the U.S. Environmental Protection Agency (EPA) Environmental Compliance History Online (ECHO) database in PDF format (http://echo.epa.gov/). Nomination packets for overseas installations should contain a statement that they are in compliance with their environmental governing standards. Installations with any High Priority Violations (HPV), Serious

Violator (SV), or Significant Non-Compliance (SNC) infractions during the achievement period, or other pending violations that may arise after nomination is submitted or winners announced, are not eligible to compete in any category of the SecDef Environmental Awards, unless the installation can demonstrate, with supporting documentation, that its inclusion in the ECHO report is erroneous. Please be aware that any new violations that occur between submission and winner announcement should be immediately reported to OASD(EI&E). Prior to submitting nomination packets to OASD(EI&E), Military Service and Defense Agency shall screen installation nominees against the ECHO report, as well as against their own internal reporting on environmental violations to ensure that there are no HPV, SV, or SNC infractions at the time of submission of the nomination and to minimize the potential for HPV, SV, or SNC that may arise after nomination packets have been submitted and winners are announced. HPV, SV, or SNC status alone for an installation does not disqualify the submission of an individual or team nomination in an unrelated program area.

3. **Security Review/Public Release Documentation:** All information provided in the entire nomination packet must be unclassified and cleared for public release by the nominating Military Department or Defense Agency before submitting to OASD(EI&E). Packages must include copies of security review documentation for public release upon submittal to OASD(EI&E). At the OSD level, clearance for public release of information is obtained in accordance with DoDD 5230.09 using DD Form 1910. This clearance documentation will not count towards the seven-page limit for the narrative.

4. **Narrative:** The narrative should be a single-spaced Microsoft Word document using 12-point Times New Roman font and images (e.g., tables, charts, diagrams, photographs, maps), as appropriate, to clarify and illustrate accomplishments. Videos and music cannot be included. Any graphic fonts, including photograph descriptions, should be no smaller than 10-point font. The total text and graphics of the award narrative shall consist of no more than seven, single-sided 8 ½" x 11" pages when printed. The narrative shall clearly address the six judging criteria, described in detail on page 43. The importance and meaning of accomplishments should be discussed thoroughly for the benefit of the judges and readers. The judges will use the narrative to evaluate the nomination package. All information provided in the narrative must be unclassified and cleared for public release.

5. **Brochure Summary:** The nomination package shall contain a one-page summary, separate from the narrative, which is cleared for use in the awards brochure and other outreach materials. The summary shall consist of single-spaced text (12-point, Times New Roman font) on a single-sided 8 ½" x 11" page. **Failure to include the one-page summary will disqualify the nomination packet.** The summary shall include a paragraph (no more than 600 words) that (a) introduces the individual, team, or installation nominated for the award category, and (b) describes, in non-technical language, the project(s), program(s), and effort(s) conducted by that individual, team, or installation that qualifies them for the award. The summary should also include four to six bullets (no more than 60 words per bullet) describing the most outstanding accomplishments by the nominated individual, team, or installation during the award

cycle as well as why this outstanding accomplishment is valuable and important to supporting military readiness and the mission. These bullets should be arranged based on importance, with the most significant accomplishments listed first. Accomplishments should be clearly supported with outcome/impact information to demonstrate why they are important (to answer the question, "so what?" with information such as quantifiable cost avoidance, time savings, reductions in emissions, improved protection of human health and environment, etc.). The summary should not include any new information not mentioned or addressed in the narrative.

6. **Photographs for Awards Brochure:** Each nomination package shall include at least six action or illustrative photographs sized 4" x 6" for use in the SecDef Environmental Awards publications. Provide these photographs separately from the narrative in .jpg electronic format with a minimum resolution of 300 dots per inch (dpi) and not more than 2MB per image. Individuals and teams nominated for an award category are encouraged to provide a photograph of themselves to be used in the awards brochure and outreach materials. Photographs should be appropriate for publication in style and content. The best photographs are those that illustrate the actions, equipment, resources, land, buildings, habitats, people, or creatures being impacted by the individuals, teams, and efforts that featured in the achievement period.

7. **Photograph Captions:** Each photograph must be accompanied by a short, two to three-sentence caption laid out in a Microsoft Word document (not embedded in the photo), which illustrates the nominee's performance in the submitted award category, suitable for direct use and publication in the brochure. Please make sure that the photograph captions explain what is shown in the picture, how it relates to the nominees' accomplishments, and why that is important and valuable to the DoD and our mission.

8. **Logo:** Each nomination package shall include a high-quality 300 dpi image of the nominee's activity logo that is in .jpg electronic format and does not exceed 2MB.

Nomination Package Checklist

Nomination Submission Page	☐
Compliance History – - Environmental Compliance History Online (ECHO) Report(s), if applicable - Nominee has been screened against ECHO and internal violation reports, and does not have any HPV, SV, or SNC violations during the achievement period - If an overseas submission, an official statement that they are in compliance with their environmental governing standards	☐
Security Review/Public Release Documentation (form DD1910 or other attestation by qualified individual)	☐
Narrative (7 page limit)	☐
Brochure Summary (1 page limit)	☐
Photographs for Brochure (6 photos; minimum 300 dpi resolution, maximum 2MB each)	☐
Photograph Captions (maximum 3 sentences each)	☐
Logo (minimum 300 dpi resolution; maximum 2MB each)	☐
Accomplishments featured in the nominee's narrative occurred during the achievement period (October 1, 2013 through September 30, 2015)	☐
Nominee has been screened against all nomination criteria and is award eligible	☐
All information included in the nomination package is unclassified	☐

DESCRIPTION OF THE 2016 AWARD CATEGORY TYPES

Natural Resources Conservation (Small Installation & Individual/Team)
These awards recognize efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound long-term management and use of the land and its resources; support of the military readiness mission; and the promotion of a conservation ethic. Protecting endangered plant and animal species on our installations and other DoD lands ensures the preservation of these valuable environmental assets for current and future generations and assures the availability of these resources to sustain military readiness. Military Departments or Defense Agencies may nominate (a) any small U.S. Military active or closing installation 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 in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Safe Drinking Water Act). Meeting or exceeding all environmental requirements not only enhances the protection of our environmental assets, but also sustains DoD's ability to effectively train and maintain readiness. Military Departments or Defense Agencies may nominate (a) any U.S. Military active or closing non-industrial installation and (b) any individual or team.

Sustainability (Industrial Installation)
This award recognizes efforts to prevent or eliminate pollution at the source, including practices that increase efficiency and sustainability in the use of raw materials, energy, water, or other resources. The sustainability award also recognizes energy efficiency and renewable energy practices, greenhouse gas reduction efforts, procurement of sustainable goods and services, and efforts to plan for climate change resilience. Sustainable practices ensure that the DoD protects valuable resources that are critical to mission success. Military Departments or Defense Agencies may nominate any U.S. Military active or closing industrial installation.

Environmental Restoration (Installation & Individual/Team)
These awards recognize efforts to protect human health and the environment by cleaning up identified DoD sites in a timely, cost-efficient, and responsive manner. Restoring these sites impacted by historic defense practices protects military personnel and the public from potential environmental health and safety hazards. Military Departments or Defense Agencies may nominate (a) any U.S. Military active, closing, or closed installation within the U.S. and territories, and (b) any individual or team.

Cultural Resources Management (Large Installation)
This award recognizes efforts to promote cultural resources stewardship in DoD through effective examples of Cultural Resources Management (CRM). Awards are designed to showcase DoD's stewardship of its extensive cultural resources, including archaeological sites, the historic built environment, and cultural landscapes. Desired initiatives include partnering with external stakeholders such as Native Americans, State Historic Preservation Officers, local communities, and those working with internal, installation stakeholders such as master planning, public works, and range management. Through cultural resources management programs, DoD

identifies areas likely to contain cultural resources and works to protect these assets for future generations in partnership with American Indian and Alaska Native tribes, Native Hawaiian Organizations, and historic preservation authorities. Military Departments or Defense agencies may nominate any U.S. Military active or closing installation.

Environmental Excellence in Weapon System Acquisition (Large Program)
This award recognizes efforts to incorporate environment, safety, and occupational health requirements into a large (Acquisition Category I) weapon system acquisition program's system engineering, contracting, and decision-making processes. Adhering to these principles enhances DoD's acquisition process by ensuring that weapon system programs keep the safety of personnel and protection of the environment as a priority. Military Departments or Defense Agencies may nominate an individual or team. Installations are not eligible for this award.

AWARD CATEGORIES

Natural Resources Conservation – Small Installation

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

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

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

Judging Criteria: The judges will evaluate nominations based on the following criteria (see Judging Guidance on page 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.
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Introduce the installation by describing the following:

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

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

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

Natural Resources Conservation – Individual/Team

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

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.
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:

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

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

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe awards or other natural resources conservation recognition given to the nominee during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in DoD natural resources conservation, participation in related professional organizations/conferences, and development and/or completion of any natural resources conservation initiatives that were mission and natural resources conservation supporting above and beyond the individual's regular duties.
Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Natural Resources Conservation Accomplishments

Overall Natural Resources Conservation Management:

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

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

Land Use Management:

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

Forest Management:

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

Fish and Wildlife:

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

Other Natural Resources:

1. Camping; watchable wildlife, including bird watching; nature trails.
2. Off-road vehicle control.
3. Permit program.
4. Estimated number of users; both general public and DoD personnel.
5. Cooperation and coordination with federal, state, and local outdoor recreation agencies.
6. Provisions for disabled access.
7. Native pollinator conservation/enhancement.
8. Research, development, and demonstration/validation activities.

Invasive Species Control and Pest Management:

1. Applications of integrated pest management that support and improve the nominee's natural resources management program, especially procedures that reduce required pesticide applications without adversely affecting necessary pest control actions.
2. Efforts to control nuisance and invasive species and introduction through early rapid response of invasive species that adversely impact mission training capabilities and nominee’s natural resources.
3. Scouting, public school classes, and other group activities related to natural resources conservation.

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

1. Natural resources management regulations and enforcement program.
2. Troop awareness of venomous, toxic, or otherwise potentially injurious plants or animals.
3. Gun and water safety, camping, and outdoor ethics programs.

4. Scouting, public school classes, and other group activities related to natural resources conservation.

Community Outreach:

1. Public awareness programs and involvement in natural resources conservation programs on and off the nominee's property.
2. Affiliation of the nominee's personnel with civic and private natural resources conservation organizations and academic institutions.
3. Cooperation with federal, state, local, and private natural resources conservation organizations and academic institutions.
4. Volunteer and partnership programs (e.g., cost savings, level of participation, other benefits to the nominee).

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

Natural Resources Compliance Program:

1. Interaction with regulators, inspectors, and auditors, including any open biological opinions or court actions.
2. Budget data to illustrate adequate funding is budgeted and received to support all “must fund” projects and activities.
3. Natural resources damage assessment efforts.

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 in the areas of environmental planning, waste management, and compliance with environmental laws and regulations (Clean Air Act, Clean Water Act, Safe Drinking Water Act, etc.). Ranges, test centers, and research and development (R&D) centers should compete in the non-industrial category. An installation that has a primary mission of manufacturing, maintaining, or rehabilitating military equipment should not compete in the non-industrial 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, such as:
    a. How successful the program was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions, while maintaining or improving overall mission and environmental, safety, and health performance.
    b. How well the nominee managed the program and Environmental Management System (EMS) implementation.
3. How well the program supported the military readiness mission, and how effectively the program integrated the management of significant environmental aspects into mission activities, as reflected by the involvement of line organizations in EMS implementation.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving installation personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Describe its mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, political, economic, 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 Military Service and Defense Agency environmental management policy and guidance. Describe the nominee's involvement in community committees, boards, and partnerships that affect the nominee's management of the environmental aspects of the mission. Describe significant environmental plans and agreements, including the dates of preparation or latest revision of each.

Summary of Accomplishments: Describe the installation's most outstanding accomplishments and how the nominee improved environmental quality and/or protected human health during the achievement period. Summarize how the installation implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List the objectives of the environmental management program or, when applicable, the EMS, as well as the degree to which the nominee attained relevant objectives during the achievement period. Describe the extent to which line organizations have demonstrated operational controls and are effectively managing significant environmental aspects to achieve environmental objectives and long-term mission sustainment. Describe the program's most outstanding features, including significant progress on EMS implementation and operation. Explain how the nominee's accomplishments are distinct from past successes or significantly support the mission. Describe what is unique about the program, its cost effectiveness, and whether it goes beyond meeting statutory and regulatory requirements.

Environmental Quality – Individual/Team

Eligibility: Presented to any person or team, consisting of two or more persons, that has made a significant and lasting contribution to their environmental management program, (e.g., in the areas of environmental planning, waste management, or compliance with environmental laws and regulations) the management approach employed, and EMS implementation. If nominated for an individual award, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be DoD civilian employees or members of the U.S. Armed Forces.

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, such as:
    a. How successful the program was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions, while maintaining or improving overall mission and environmental, safety, and health performance.
    b. How well the nominee managed the program and EMS implementation.
3. How well the program supported military readiness, and how effectively the program integrated the management of significant environmental aspects into mission activities, as reflected by involvement of line organizations in EMS implementation.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel and residents of military housing in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

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

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

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe awards or other special environmental quality recognition given to the individual or team during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in environmental quality, participation in related professional organizations/conferences, and development and/or completion of any environmental quality initiatives that have demonstrated operational controls and are effectively managing significant environmental aspects to achieve environmental objectives and long-term mission sustainment. Describe the program's most outstanding features

during that period, such as progress on EMS implementation and operation. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Environmental Quality Accomplishments

Waste Reduction Efforts (all media areas):

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

Environmental Compliance Assessment and Management Program:

1. Routine self-assessments and follow-up, including root cause analysis and overall program management.
2. Interaction with regulators with regard to inspections, agreements, and other regulatory actions (U.S. only).
3. Funding information to illustrate adequate funds are being requested and received for execution against program requirements.
4. Environmental operations and programs.
5. Training programs.

Environmental Management System (EMS):

1. Setting/meeting goals, objectives, and targets.
2. Conducting EMS audits and feeding results back into process improvement procedures.
3. Managing the review process.
4. Stakeholder involvement and integration of environmental management with mission/energy/transportation activities.
5. Use of cross-functional teams.
6. Training (awareness, executive, and implementation team).
7. EMS impacts on the installation and environmental/operational issues.

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

Community Relations (U.S. only):

1. Programs and activities to enhance environmental awareness and community involvement (both on and off-site) and affiliation of the nominee's personnel with civic and local environmental organizations.

2. Cooperation with federal, state, local agencies, organizations, and academic institutions.
3. Environmental education efforts including Community Right-to-Know activities (on and off the installation).
4. Compliance with Executive Order (E.O.) 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 1995; support of the 2011 *Memorandum of Understanding on Environmental Justice and E.O. 12898*; and documentation, identification, and analysis of any disproportionate impacts on targeted minority or low-income communities.

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

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

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

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

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

Sustainability – Industrial Installation

Eligibility: Presented to installations that have made significant progress implementing sustainable practices, as defined in E.O.13693, *Management Planning for Federal Sustainability in the Next Decade*, 2015. All sizes of industrial installations (large or small) are eligible in this award category. Installations with a primary mission of producing, maintaining, or rehabilitating military equipment should compete in the industrial category. Ranges, test centers, contracting and policy agency/organizations/offices, and R&D centers should not compete in the industrial 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, such as how successful the program was in preferentially targeting reduction of significant sources of waste and harmful discharges and emissions, while maintaining or improving overall mission and environmental, safety, and health performance.
3. How well the program supported the military readiness mission, how effectively sustainable practices were integrated into mission activities, and how the practices were used to enhance long-term mission sustainability.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, process owners, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Introduce the installation by describing its mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, political, economic, and community setting of the nominee.

Background: Provide background information about the nominee's sustainability program, including the functional offices represented and the management approach used. Focus on the 2014 and 2015 DoD Strategic Sustainability Performance Plan (SSPP) goals and metrics. This includes, but is not limited to the nominee's green procurement program, toxic chemical reduction programs, green buildings, greenhouse gas reduction efforts, climate change resilience planning, electronics stewardship, energy and water efficiency, and renewable energy. Include the involvement of installation leadership, as well as environmental, procurement, public works, logistics and line personnel. Describe programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence sustainable practices. Summarize the significant program aspects that support the mission, as well as sustainability challenges affecting the nominee.

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were

successful. List the objectives of the sustainable practices, master planning, natural infrastructure management, improved air quality, green practices (including reduction, reuse, and recycling of toxic contaminants; water and energy efficiency; increase in use of renewables; and sustainable acquisition) and the degree of attainment of each objective during the achievement period. Describe the nominee's plans and progress made toward integrating sustainable practices into the management of mission activities. Explain how the nominee's accomplishments significantly support the mission, reduce life-cycle costs if applicable, and are distinct from past successes.

Types of Sustainability Accomplishments

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

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

Describe how the nominee(s):

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

Compliance with E.O. 13693: Describe activities the nominee took to meet E.O. 13693 requirements, such as reducing greenhouse gas emissions; improving water use efficiency and management; promoting pollution prevention; eliminating waste; advancing regional and local integrated planning; implementing high performance sustainable federal building design, construction, operation and management, maintenance, and deconstruction; advancing sustainable acquisition; promoting electronics stewardship; and sustaining environmental management.

Material Management:

1. Describe efforts to identify possible alternatives to environmentally harmful substances or virgin materials. Describe how alternatives avoid resource depletion and impacts on the natural environment and human health, thereby supporting long-term operational sustainability.
2. Describe how substitutes reduce/eliminate environmental issues.
3. Determine if the material substitution is transferable to other processes on the nominee's property or at other DoD locations.
4. Describe efforts by industrial process owners/operators to implement pollution prevention/sustainability initiatives.
5. Describe reductions in risk, costs, emissions, virgin material, and/or hazardous material used in the changed process. Describe how the changes reduce, minimize, or avoid resource depletion and impacts on human health and the environment. Explain how changes support long-term operational sustainability.
6. Describe how the nominee has changed its material management practices to reduce use of hazardous materials.
7. Describe measurable results achieved with the changed material management practices (e.g., a decrease in generation of air or water pollution, a decrease in volume

and cost of hazardous waste disposal, a reduced risk to workers, and/or a cost savings in procurement of materials).

Recycling Program: Describe the following:

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

Procurement of Sustainable Goods and Services:

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

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

Compliance with Fleet Performance: Describe how the nominee is meeting the goals outlined in E.O. 13693, such as making fleets more fuel-efficient (e.g., with smaller, electric hybrid

and/or fuel cell vehicles), and optimizing fleet size by eliminating unnecessary or non-essential vehicles.

Education, Outreach, and Partnering:

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

Environmental Restoration – Installation

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

Judging Criteria: The judges will evaluate nominations based on the following criteria (see 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.
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

Introduction: Introduce the installation by describing its mission, approximate civilian and military population (unless classified), and total acreage. Describe the environmental, geographical, political, economic, and the community setting of the nominee.

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

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. Summarize the objectives of the nominee's environmental restoration program and the degree of success reached for each objective in FY 2014-2015. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Environmental Restoration – Individual/Team

Eligibility: Presented to any individual or team consisting of two or more persons, who have made a significant contribution to environmental restoration. If nominated for an individual award, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; other team members must be DoD civilian employees or members 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. How well the nominee managed the program.
2. The program's technical merits.
3. How well the program supported the military readiness mission.
4. How effectively the nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.
6. The nominee's plans to ensure that the impacts of program accomplishments extend beyond the achievement period.

Narrative Packet:

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

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

Summary of Accomplishments: Describe the nominee's most outstanding accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe awards or other special recognition given to the nominee during the achievement period. Describe any relevant professional achievements, including any community service associated with their work in environmental restoration initiatives, participation in related professional organizations/conferences, and development and/or completion of any environmental restoration initiatives that supported the mission above and beyond the individual's regular duties. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Types of Environmental Restoration Accomplishments

Accelerated Environmental Cleanup:

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

Innovative Technology Demonstration/Validation and Implementation:

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

Partnerships Addressing Environmental Restoration Issues Between DoD and Other Entities:

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

Reducing Risk to Human Health and the Environment:

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

Green Remediation:

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

Cultural Resources Management – Large Installation

Eligibility: Presented to large installations with more than 10,000 acres (including leased, military-owned, or administered outlying ranges or training practice areas) that have made significant progress towards the sound, long-term management and use of DoD cultural resources through the installation's cultural resources management (CRM) program. Installations must be covered by an approved Integrated Cultural Resources Management Plan (ICRMP) for the entire achievement period to be eligible for cultural resources awards.

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

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

Narrative Packet:

Introduction: Introduce the installation by providing the following information:

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

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

1. The number of staff assigned to CRM on your installation.
2. Any specialized training, experience, or education the installation's CRM staff may have, particularly any new skills or training acquired during the achievement period.
3. A description of any extant CRM management tools such as Programmatic Agreements, Corporative Agreements, or use of Program Alternatives (as found in 36 CFR Part 800.14).
4. A description of the installation's tribal consultation program (if the installation has land affiliated with federally recognized American Indian and Alaska Native tribes or Native Hawaiian Organizations).

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

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

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

Types of Cultural Resources Management Accomplishments

Overall Cultural Resources Management:

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

Historic Buildings and Structures:

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

Archaeological Resources:

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

Native American Program:

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

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

Curation:

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

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

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

Community Relations:

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

Mission Enhancement:

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

Cultural Resources Compliance:

1. Interaction with external stakeholders, such as the National Park Service, State Historic Preservation Officers (SHPOs), the Advisory Council on Historic Preservation, federally recognized tribal governments, and local governments.
2. Tracking of budget data to illustrate adequate funding and budgeting for CRM on nominated installation.

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

Environmental Excellence in Weapon System Acquisition - Large Program

Eligibility: Presented to any individual or team that is part of an acquisition program of record in Acquisition Category I (as defined in DoD Instruction 5000.02, *Operation of the Defense Acquisition System*), making a significant contribution to an established environment, safety, and occupational health (ESOH) effort for that acquisition program. This ESOH effort shall encompass the following:

1. Identifying ESOH hazards.
2. Using MIL-STD 882 or similar risk management process.
3. Documenting the associated ESOH risks, and programmatic (e.g., cost, schedule, or performance) risks if applicable.
4. Mitigating the associated risks through systems engineering.
5. Accepting the ESOH risk at the appropriate management level for one or more systems acquisition programs.
6. Establishing a partnership with the system's end users, receiving installations, and training locations and ensured National Environmental Policy Act (NEPA) and Executive Order (E.O.) 12114 compliance requirements are addressed before the system is delivered.

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

For an individual award nomination, the nominee must be a DoD civilian employee (including IPAs) or member of the U.S. Armed Forces. For a team award nomination, the team must include DoD civilian employees (including IPAs) or members of the U.S. Armed Forces and may include DoD contractor employees.

Judging Criteria: Judges will evaluate nominations based on individual merit using the following criteria, and should keep in mind that a team is uniquely situated to accomplish far more than individuals acting on their own. Judges should focus on the following factors (see page 39 for additional detail):

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

Narrative Packet:

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

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

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

Program Description:

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

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

1. How the nominee used the Systems Engineering Plan (SEP), the Programmatic ESOH Evaluation (PESHE), and the NEPA/E.O. 12114 Compliance Schedule to document the strategies used to integrate ESOH considerations into the systems engineering process.
2. How the nominee interfaced in the Joint Capabilities Integration and Development System process to identify ESOH and Programmatic risks as early as possible in the Acquisition Process (if applicable).
3. How the nominee incorporated ESOH requirements and analyses (e.g., system safety analyses, emissions characterizations, hazardous materials elimination/reduction) into solicitations, contracts, and other requirements documents.
4. How the nominee prioritized and addressed ESOH risks associated with the system with respect to the system's life cycle.
5. How the nominee evaluated and/or gave preference to using energy-efficient and environmentally preferable products/materials for use on and/or in support of the respective system or subsystems.
6. How the nominee coordinated with the user, receiving installations, and training locations to ensure effective communication of system hazards and ESOH risks to support fielding and NEPA and E.O. 12114 analyses and documentation.

ESOH Risk Management (if applicable):

1. Describe how the program identified and mitigated hazards, and tracked ESOH risks using the methodology in MIL-STD 882D or MIL-STD-882E and progress made during the achievement period.

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

Hazardous Materials Management and Pollution Prevention (if applicable):

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

Internal Execution and Documentation (all that apply):

1. Identify the ESOH responsibilities within the program.
2. Explain the strategy for executing and integrating ESOH considerations into the systems engineering process.
3. Identify ESOH risks and their status.
4. Describe the method for tracking hazards throughout the life cycle of the system.
5. Identify hazardous materials, wastes, and pollutants (discharges/emissions/noise) associated with the system and plans for their minimization and/or safe disposal.
6. State if the nominee incorporated a compliance schedule covering all system-related activities for NEPA and E.O. 12114 compliance, as appropriate.

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

1. Describe actions implemented to enhance acquisition ESOH awareness at any level or any functional area within the program and/or DoD.

2. Summarize how cooperation with federal, state, and local agencies, organizations, and academic institutions influenced weapon system acquisition.
3. Describe how the program performed technology transition efforts that other programs across the Military Service and Defense Agency could implement.
4. Explain how well the nominee succeeded in involving and coordinating with the test and evaluation team, user community, receiving organization(s), and others with respect to integrating ESOH risk management in the lifecycle of the program.
5. State if the nominee's effort resulted in minimized cost, schedule, or performance risks to the program by minimizing ESOH risks.
6. Describe how well the nominee quantified its accomplishments to demonstrate the scale of projects and impacts of successes.
7. Discuss how well the nominee communicated ESOH risks.
8. Summarize the nominee's success in involving user organizations and program/ IPT external to the ESOH effort and in raising awareness of ESOH considerations and risks associated with the system.
9. Explain how well the nominee ensured they transferred mitigations through lessons learned to other weapon system programs.

Summary of Accomplishments: Describe the nominee's most outstanding ESOH related accomplishments during the achievement period. Summarize how the nominee implemented innovative techniques (if applicable), whether or not any of them were successful, and if so, how they were successful. List and describe program related awards and other special recognition given to the nominee during FY 2014-2015. Describe the nominee's related professional achievements, including community service work and participation in ESOH related professional organizations. Explain how the nominee's accomplishments significantly support the mission and are distinct from past successes.

Environmental Excellence in Weapon System Acquisition
Judging Guidance

General: Judge the nominees qualitatively relative to the following six criteria.

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

Technical Merit: Did the technical merits of the nominee's ESOH effort integrate life cycle ESOH risk management into the systems engineering process using the methodology in DoDI 5000.02, *Operation of the Defense Acquisition System*, December 8, 2008; MIL-STD-882D, *DoD Standard Practice for System Safety*, February 10, 2000; and MIL-STD-882E, *Department of Defense Standard Practice: System Safety*, May 11, 2012?

Orientation to Mission:

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

Transferability:

1. How well did the program incorporate ESOH lessons learned from similar legacy systems and mishap data from the Service Safety Centers?
2. How well did the nominee communicate ESOH risks effectively to others?
3. Did the nominee ensure that they transferred mitigations through lessons learned to other weapon system programs?

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

Project Impact:

1. Will program accomplishments outlive the presence of the specific individual(s) responsible for the program's success?
2. Is there a framework in place to build on the nominee's accomplishments over time?

Types of Environmental Excellence in Weapon System Acquisition Accomplishments

ESOH:

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

Acquisition Compliance: Describe the activities being undertaken by the nominee to meet the requirements of DoD Directive 5000.01, *The Defense Acquisition System*, May 12, 2003; DoD Instruction 5000.02, *Operation of the Defense Acquisition System*, December 8, 2008; MIL-STD-882D, *DoD Standard Practice for System Safety*, February 10, 2000 or MIL-STD-882E, *Department of Defense Standard Practice: System Safety*, May 11, 2012. [See also the Defense Acquisition Guidebook (https://dag.dau.mil/pages/default.aspx)]. Examples include acquiring quality products that satisfy user needs with measurable improvements to mission capability and operational support, in a timely manner, and at a fair and reasonable price; assessing ESOH risks during formal program assessments following a system-level Post-Critical Design Review Assessment; evaluating ESOH during life-cycle sustainment considerations; disposing of systems in accordance with environmental regulatory requirements; and evaluating the potential testing impacts of a system on the environment and personnel.

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

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

Sustainability:

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

Program Management:

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

Technology Transfer:

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

JUDGING GUIDANCE

General: Each nominee is to be judged qualitatively relative to the following six criteria (for the Environmental Excellence in Weapon System Acquisition category, the factors for the six criteria are in separate judging guidance on page 40, rather than those listed below); cost effectiveness and results should be considered when evaluating nominees against each criterion. Each nomination is to be considered separately as nominees are not to be compared against each other. All nominees should be evaluated using the information and accomplishments in their nomination packet, and not by any personal knowledge or impression. In evaluating individual/team nominations, the evaluation should consider capability and capacity for accomplishments relative to what can be accomplished by a single individual (for individual nominations), or by a team with multiple individuals (for a team nomination). Judges will evaluate nominations based on individual merit using the following criteria, and should keep in mind that a team is uniquely situated to accomplish far more than individuals acting on their own. Additional judging criteria applicable to each specific award are noted in the nomination instructions for that award.

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

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

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

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

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

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

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