**2020 Secretary of the Army (SecArmy)**

**Environmental Awards Program Guidance**

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

Nominations. SecArmy Environmental Awards nomination packets (electronic copies in MS Word or pdf format) are due to the DASA(ESOH), Ms. Lorri Schwartz, at lorri.a.schwartz.civ@mail.mil by 15 October 2019. In an effort to streamline the process for competition in the SecDef Environmental Awards, several dual requirements for award submission requirements are being made.

For the 2020 SecArmy Environmental Awards, each Command may submit one nomination for each of the nine award categories listed for achievements from 1 October 2017 through 30 September 2019. Please ensure that all nomination materials 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.

[Once the winners are selected as the SecArmy winners, SecArmy will forward the nomination package to the SecDef Environmental Awards competition. Please refer to SecDef final guidance (once published). All DoD Component nomination coordination must take place internally within each Component before submitting the nomination package to OASD(S). The OASD(S) will share all nomination narratives with volunteer program judges and publish on the DoD Environment, Safety and Occupational Health Network and Information Exchange (DENIX), so the nominating DoD Component is responsible for submitting all nomination materials as unclassified and cleared for public release. Each DoD Component must transmit their award nomination packages under cover memo addressed to the ASD(S) and signed by appropriate leadership. This memo should respond to the annual request for award nominations from the ASD(S), and should attest to the accuracy, completeness, and qualification of the nominations transmitted therein. For more information, there is a Nomination Transmittal Memo Template posted under the Guidance section at https://www.denix.osd.mil/awards. Please note: packages will not be accepted without this memo.]

Care has been taken to combine SecArmy and SecDef Nomination Transmittal Memo Template to streamline level of effort. Please refer to final SeCDef Transmittal Memo in case of any final SecDef guidance changes.

1. Performance Period Covered. The 2020 award is for a 2-year period of performance from 1 October 2017 through 30 September 2019 (FY18-FY19).

2. Award Categories. A complete list of 2020 award categories is provided in the following table:

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| **2020 SECRETARY OF THE ARMY**  **ENVIRONMENTAL AWARD CATEGORIES** |
| **Installation** |
| Natural Resources Conservation, Small |
| Environmental Quality, Non- Industrial |
| Sustainability, Industrial |
| Environmental Restoration |
| Cultural Resources Management, Large |
| **Team / Individual** |
| Natural Resources Conservation |
| Environmental Quality |
| Environmental Restoration |
| Environmental Excellence in Weapon System Acquisition, (Large Program) |

3. Award Criteria. The following key criteria have been established for judging the SecDef and SecArmy awards. Since these establish the basis on which judges will consider and score each nomination packet, it is important that the nomination packets address each criteria as completely and clearly as possible. Expanded criteria for each award is available in the Draft SecDef guidance. Since the SecArmy awards are modeled after the SecDef awards program, it is very important that the nominee review the specific SecDef criteria for the applicable award category to help ensure the nomination package covers all pertinent information being requested. Once posted, the final 2020 SecDef Guidance can be found at www.denix.osd.mil/awards/.

4. Eligibility. Installations, individuals, and teams that previously won the Award for a given category are ineligible to compete using the same accomplishments for any subsequent submissions. New accomplishments within the same categories, subject to

the stated achievement period, are acceptable. Installation, individual and/or team submissions from the same installations should not overlap accomplishments. DASA(ESOH) can deny any nomination on this basis.

6. Submission Procedures. All nomination packages must be submitted electronically through their applicable chain of command for review. The Command/Agency review committees are responsible for ensuring that all nomination package instructions are met prior to forwarding. Only one qualifying nomination may be submitted per award category. Any additional nominations, beyond the first one, will not be acted upon. Nominations must be submitted to DASA ESOH by the Command, DRU, SSC, IAW the Secretary of the Army Environmental Awards TMT tasking. In the event that a top nominee is eliminated from the competition for unforeseen reason, the Command, DRU, or SSC will be requested to provide a replacement nomination.

7. Nomination Packet Content. Nomination packets submitted for each installation, individual, and/or team award category must contain the following components (additional direction found in applicable sections of the 2020 SecDef guidance):

1. Checklist. The checklist is included as a tool to help assemble the nomination package. The completed checklist will help to ensure that a total of 13 files are submitted with each nomination package (6 photos (see also photo criteria), 1 logo, Environmental Protection Agency (EPA) Enforcement and Compliance History Online (ECHO) report, cover sheet, narrative, single page summary, photo captions, and the public release letter).
2. Nomination Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission. This document must be a Word document. Personnel contact (POC) information is very important and must be completed accurately. This will also be used to notify awards winners, so please include POCs for those in the chain of command.
3. Compliance History. Each installation in the U.S. or its territories shah submit the latest available Detailed Facility Report from the ECHO database (https:/lwww.echo.epa.govQ). Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the FY18-FY19 achievement period will be ineligible to compete in any category of the SecArmy and SecDef Environmental Awards, unless the installation can prove (with supporting documentation) that its inclusion in the ECHO report is erroneous. Also review nominations to identify if any High Priority Violations (HPV), Serious Violator (SV) or issues of Significant Non-Compliance (SNC) received during the performance period covered by the award (not already identified in the Detailed Facility Report from the ECHO database submitted with the nomination package) may affect eligibility for the SECARMY and SECDEF Environmental Awards programs.
4. Narrative. The narrative must be seven (7) pages or fewer (not including the summary page). The narrative and any supporting graphics will clearly address the five major judging criteria: program management, technical merit, orientation to mission, transferability, and stakeholder interaction. Icons (available upon request) should be used to help draw attention to narrative content and applicable judging criteria. Additional judging criteria may be found in the 2020 SecDef Guidance.
5. Summary Page. The summary page is a one page narrative (no more than 600 words and no photos) that: (1) introduces the individual, team or installation nominated for the award category; and (2) describes in non-technical language the project(s), program(s), effort(s) conducted by that individual, team, or installation. The summary also includes four to six bullets (no more than 60 words per bullet) describing the most outstanding accomplishments by the individual, team, or installation during the award cycle. To the extent feasible, such accomplishments should be quantifiable (e.g., "improvements reduced net carbon dioxide emissions by 5,000 tons..."). The summary page must not introduce anything unaddressed in the narrative. This is page is not seen by the judges, but will be used to support information sharing efforts.
6. Format. The following narrative formatting guidance shall be followed:

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

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

(3) Supporting Graphics. The narrative should contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments, but no videos or music. NOTE: There is no specific requirement for the number of photos, resolution or size used in the narrative.

(4) Length. The total text and graphics of the award narrative shall consist of no more than seven (7) single-sided 8 1/2," x 11" pages when printed.

(5) File Format. The narrative must be submitted as a MS Word file.

1. Photos and Logos. Nomination packets must include at least six 4"x 6" photos and the activity logo in jpeg electronic format (no more than 2MB each) with a minimum resolution of 300 dots per inch (dpi) as separate attachments to the nomination package. Each photo needs to be labeled as a separate file that incorporates the installation abbreviation at the beginning of the file name, followed by the photo identification number i.e., APG photo1.jpg, APG photo2.jpg, etc. The logo should be similarly identified (APG logo.jpg as an example).
2. These photos are not seen by the judges but are used in a technology transfer brochure in the event the nomination package is selected as a winner. Each photo needs to be accompanied by a three sentence caption (not imbedded in the photo) in a Microsoft Word format, which describes what is happening in the photo. When possible, include the “Who, What, When and Where” of the photo, as well as how the photo relates to the nomination and why it is important. The photo captions must be submitted as a separate file. These photos do not have to be the same as the ones used in the narrative. Nomination packages that represent a team submittal must also include a photo of all team members. The nominee/Command determines the activity logo to be submitted. There is no specified requirement for type of logo and it is only used if the package is selected as a Department of Defense winner.