**2020 Secretary of the Army Environmental Awards Nomination Packet Checklists**

Each SecArmy Environmental Award nomination packet must include the items listed below. Individuals, teams, or installations submitting awards nominations should complete the checklist to ensure their nomination packet is complete. The files should be labeled with the abbreviated award category, followed by the abbreviated installation name and then the name of the item being submitted i.e. NRC-Tl-APG-cover would identify the file for Natural Resource Conservation, Team/Individual, Aberdeen Proving Ground (APG), cover sheet submittal. Nominations must be submitted via the individual/installation's chain of command. If the nomination packet is satisfactory as determined by the Command/Agency headquarters, the package will be forwarded to ASA(IE&E) ESOH for consideration.

Award Category:

Nominated Installation/Team/Individual:

\_\_\_\_Nomination Cover Sheet (Enclosure 3)

\_\_\_\_Compliance history (EPA ECHO Report)

\_\_\_\_Summary (1 page) suitable for inclusion in awards ceremony brochure

\_\_\_\_Photos, at least 6 photos (300 dpi minimum and no larger than 2 MB/image) are required. Ensure that each is labeled and submitted as a separate file identifying the installation followed by the photo number

\_\_\_\_Photo captions for each of the photos submitted (3 sentences each, no more no less)

\_\_\_\_Logo, electronic copy of the nominee's activity logo (300-dpi image minimum and no larger than 2MB)

\_\_\_\_Signed letter authorizing public release of the nomination package contents