

**SECRETARY OF DEFENSE
ENVIRONMENTAL AWARDS
FY 2003 GUIDELINES**

ABOUT THE AWARDS

The Secretary of Defense honors installations, teams, and individuals for outstanding work in DoD environmental programs within six categories, including:

- Natural Resources Conservation
- Cultural Resources Management
- Environmental Quality
- Pollution Prevention
- Environmental Excellence in Weapon System Acquisition
- Environmental Restoration

There is a two-year cycle for these awards, as follows:

FY ODD (e.g., 2003)	FY EVEN (e.g., 2004)
• Installation	• Installation
• Natural Resources Conservation, Small	• Natural Resources Conservation, Large
• Cultural Resources Management	• Cultural Resources Management
• Environmental Quality, Non-Industrial	• Environmental Quality, Industrial
• Pollution Prevention, Industrial	• Environmental Quality, Overseas
• Environmental Restoration	• Pollution Prevention, Non-Industrial
	• Environmental Restoration
• Team/Individual	• Team/Individual
• Natural Resources Conservation	• Cultural Resources Management
• Environmental Quality	• Pollution Prevention
• Environmental Restoration	
• Team	
• Environmental Excellence in Weapon System Acquisition	

DESCRIPTION OF AWARDS FOR FY 2003

1. Natural Resources Conservation Award—Small Installations/Civil Works Facilities/CWFs and Individual/Team (TAB A)

PURPOSE: To recognize efforts to promote the conservation of natural resources, including the identification, protection, and restoration of biological resources and habitats; the sound management and use of the land and its resources; and the promotion of the conservation ethic. Environmentally beneficial landscaping is also a factor in this award. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATION: Small installations have 10,000 acres or less total acreage, including leased and military-owned or administered outlying ranges or training practice areas. Winners will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who have made significant and lasting contributions to the conservation of natural resources. If nominated for an individual award, the nominee must be a DoD civilian employee or a member of the US 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 US Armed Forces. Winner will receive a plaque, and a Secretary of Defense certificate. Honorable mentions will each receive a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding three fiscal years, inclusive of the award fiscal year.

2. Cultural Resources Management Award—Installation/CWF (TAB B)

PURPOSE: To recognize efforts to promote the management of cultural resources, including historical buildings, archaeological sites, Native American items and sites, curation, and the promotion of the cultural resources conservation ethic. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATION: Type or size of installation does not matter. Winner will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding three fiscal years, inclusive of the award fiscal year.

3. Environmental Quality Award—Non-Industrial Installations/CWFs and Individual/Team (TAB C)

PURPOSE: To recognize efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. Includes pollution prevention efforts that achieve compliance in the areas of environmental planning, waste management, pollution control, and implementation of environmental management systems. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility.

INSTALLATION: Ranges, test centers, research and development (R&D) centers, and civil works facilities should compete in the non-industrial category. Installations having a primary mission of producing, maintaining, or rehabilitating military equipment should not compete in the non-industrial category. Winners will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who have made significant and lasting contributions to environmental quality management. If nominated for an individual award, the nominee must be a DoD civilian employee or a member

of the US 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 US Armed Forces. Winners will receive a plaque, and a Secretary of Defense certificate. Honorable mentions will each receive a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

4. Pollution Prevention Award – Industrial Installations/CWFs (TAB D)

PURPOSE: To recognize efforts to prevent pollution at the source, including practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water, or other resources, and advance the systematic application of pollution prevention through effective environmental management systems. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility worldwide.

INSTALLATION: An industrial installation has a primary mission of producing, maintaining, or rehabilitating military equipment. Ranges, test centers, research and development (R&D) centers, and civil works facilities should not compete in the industrial category. Winners will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to pollution prevention. If nominated for an individual award, the nominee must be a DoD civilian employee or member of the US 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 US Armed Forces. Winner will receive a plaque, and a Secretary of Defense certificate. Honorable mentions will each receive a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

5. Environmental Restoration Award – Installation/CWF and Individual/Team (TAB E)

PURPOSE: To recognize efforts to protect human health and the environment by cleaning up identified DoD sites, in a timely, cost-efficient, and responsive manner. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any US Military active or closing installation/civil works facility within the 50 United States and US Territories.

INSTALLATION: Type or size of the installation does not matter. Winner will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

INDIVIDUAL OR TEAM: Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to environmental cleanup. If nominated for

an individual award, the nominee must be a DoD civilian employee or a member of the US 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 US Armed Forces. Winner will receive a plaque, and a Secretary of Defense certificate. Honorable mentions will each receive a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

6. Environmental Excellence in Weapon System Acquisition Award—Team (TAB F)

PURPOSE: To recognize efforts to incorporate environmental, safety, and occupational health (ESOH) requirements into the weapon system acquisition program's decision making process. Nominations may be from any level of the Military Departments or Defense Agencies.

TEAM: Presented to a team, consisting of two or more persons, working within the weapon system acquisition community from any level of the Military Departments or Defense Agencies. 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 US Armed Forces. Winner will receive a trophy, and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

ACHIEVEMENT PERIOD: Based on achievements made during the preceding two fiscal years, inclusive of the award fiscal year.

NOMINATION PROCESS

Each Military Service (through its Military Department) and Defense Agency may submit one nomination, for each of the nine awards identified above, to the Deputy Under Secretary of Defense (Installations & Environment) (DUSD(I&E)) no later than eight weeks prior to the date of awards ceremony. Installations, individuals, and teams that won the Secretary of Defense Environmental Award for a given category for FY 2000 are ineligible to compete within the same category using the same accomplishments for FY 2001.

Nominations shall be concise and to the point in narrative style, and include responses to the applicable items listed in TABs A-F. Each nomination shall consist of:

- Single-spaced text (12 point font or larger) and graphics, e.g., tables, charts, diagrams, photographs, and maps. Graphics fonts, including photograph descriptions, should be no smaller than 10 point. No videos or music. The total text and graphics of each nomination shall consist of no more than 10 single-sided 8 ½" X 11" pages when printed.
- An additional single-sided page giving: (1) the name, mailing address, email address, and telephone number (commercial and DSN) of the nominee point of contact (PoC); and (2) a crisply written paragraph of no more than 200 words summarizing the achievements of the nominee, using quantitative examples, suitable to print in the awards ceremony handout.

A panel of judges will evaluate the nominations using key points (TAB G) covered in the information provided in the nominations. Nominating Military Services or Defense Agencies are responsible to clear nominations for public release.

Nominating Military Services or Defense Agencies shall submit nomination packages electronically in pdf format via: (a) email to john.coho@osd.mil or (b) on a diskette, compressed disk (CD), or zip disk, along with a Military Department or Defense Agency nomination memorandum to the DUSD(I&E). We will upload all nominations on the Defense Environmental Network and Information Exchange (DENIX) web site for on-line viewing by the judges and subsequent viewing by the public. It is the responsibility of the nominating Military Services and Defense Agencies to ensure that the judges receive a good, clean copy of the nomination packages that they can easily download in a timely manner. Please direct all questions concerning the use of DENIX to Mr. Cal Corbin, DENIX Systems Manager, at corbin@www.denix.osd.mil and 217-373-6731.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“NATURAL RESOURCES CONSERVATION--SMALL INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. List the total acres under the nominee’s integrated natural resources management plan, 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. List significant natural features of the nominee, such as geological, botanical, and archeological assets.

BACKGROUND Provide the dates of preparation or revision of the nominee’s integrated natural resources management plan (INRMP). List the cooperative agreements that support the INRMP and their dates of preparation or revision. Describe the organization and staffing of the nominee’s natural resources management program, and provide a description of progress 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.

PROGRAM SUMMARY Describe the most outstanding program features of the preceding three fiscal years, inclusive of the award fiscal year. Describe the objectives of the natural resources management plan and the degree of attainment of each objective during that period.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding three fiscal years, inclusive of the award fiscal year, in TAB A3. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program has been integrated with the nominee’s environmental management system and supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“NATURAL RESOURCES CONSERVATION—INDIVIDUAL/TEAM”**

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 preceding three fiscal years, inclusive of the award fiscal year.

AWARDS AND SERVICES List and describe awards and other special natural resources conservation recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB A3) of the nominee during the preceding three fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program has been integrated with the organization's environmental management system and supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving base personnel and residents and the local community in the program, and (6) the breadth of the program (see TAB G).

NATURAL RESOURCES CONSERVATION ACCOMPLISHMENTS

Overall Conservation Management

1. Multiple-use coordination of forestry, land use management, outdoor recreation, wildlife, esthetics, and threatened and endangered species with the military/civil works mission and other operations
2. Improvements in planning, programming, and budgeting to support the conservation program
3. Use of alternative management approaches, technologies, and staffing to enhance the conservation program

Ecosystem Management

Application of principles and guidelines of ecosystem management in a regional planning context, to include consideration of economic, social, and environmental factors

Land Use Management

1. Erosion control and other water quality protection
2. Water conservation
3. Agricultural land management, including prime and unique farmland protection and out-leasing programs
4. Natural resources improvements and benefits due to out-leases
5. Environmentally beneficial landscaping and native plant conservation
6. 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. Reforestation
2. Timber stand improvement
3. Use of prescribed burning
4. Establishment and protection of unique forest areas
5. Cooperative efforts with U.S. Forest Service, state forester, and similar groups or agencies
6. Commercial forestry program

Fish and Wildlife

1. Variety 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. Reintroductions and stockings of native species
5. Degree of access and use of hunting and fishing opportunities by the nominee's personnel and the general public
6. Improvements in permit program; fee schedule for hunting, fishing, or other opportunities
7. Identification and protection of significant wildlife resources
8. Protection and enhancement of biodiversity

9. Coordination and cooperation with U.S. Fish and Wildlife Service, and other fish and wildlife agencies

Other Natural Resources

1. Camping, bird-watching, and trails (nature, hiking, and watchable wildlife)
2. Off-road vehicle use and control
3. Permit program
4. Estimated number of users, e.g., general public and DoD personnel
5. Cooperation and coordination with Federal, State, and local outdoor recreation agencies

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
2. Efforts to control pests and nuisance and nonnative invasive species that impact the nominee's natural resources

Conservation Education (on and off nominee's property)

1. Natural resources management regulations and enforcement program
2. Gun and water safety, woodsmanship, camping, and outdoor ethics programs
3. Scouting, public school classes, and other group activities related to natural resources conservation
4. Research, development and demonstration/validation activities

Community Relations

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., level of participation, 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

Mission Enhancement

How accomplishments and improvements in the natural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

Natural Resources Compliance Program

1. Interaction with regulators, inspectors, auditors, etc.
2. Budget data to illustrate adequate funding is budgeted and received
3. Natural resources damage assessment efforts

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**AWARD CATEGORY
“CULTURAL RESOURCES MANAGEMENT—INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. List the total acres covered by the nominee’s integrated cultural resources management plan. Summarize the historical context of the nominee. Summarize types of cultural resources managed.

BACKGROUND List all components of the integrated cultural resources management plan and the dates of preparation or revision of its component parts. List major resource features and their National Register status. List the programmatic agreements, memoranda of agreement, and/or comprehensive agreements developed between the nominee and governmental or other organizations, and their dates of preparation or revision. Describe the organization and staffing of the nominee’s cultural resources management program and provide a description of progress to incorporate cultural resources management requirements into the nominee’s environmental management system. Describe any committees or boards that influence the nominee’s cultural resources management program.

PROGRAM SUMMARY Describe the most outstanding program features of the preceding three fiscal years, inclusive of the award fiscal year. Describe the objectives of the integrated cultural resources management plan and the degree of attainment of each objective during that period.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding three fiscal years, inclusive of the award fiscal year, in TAB B2. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program has been integrated with the organization’s environmental management system and supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

CULTURAL RESOURCES MANAGEMENT ACCOMPLISHMENTS

Overall Cultural Resources Management

1. Improvements in planning, programming, and budgeting to support cultural resources management
2. Use of alternative management approaches, techniques, and staffing to enhance the program
3. Coordination of cultural resources management with mission operations, natural resource management operations, and general operations such as construction, building maintenance and repair, etc.
4. Status of cultural resources management plan, inventory status including percent complete, and status of National Register nominations

Historic Buildings and Structures

1. Maintenance and repair (including cost effective measures)
2. Rehabilitation (including economic analysis)
3. Adaptive reuse

Archeological Resources

1. Sites inventoried and/or evaluated for National Register nomination
2. Site protection/compliance enforcement
3. Data recovery efforts
4. Public interpretation efforts
5. Research initiatives and scientific contributions
6. Artifact recovery vs. In situ protection

Native American Program

1. Cultural items
2. Sacred sites
3. Natural resources uses (including subsistence and ceremonial)
4. Access provisions
5. Consultation

Curation

1. Curation facility provisions
2. Collections management

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

1. Awareness programs for the nominee's military and civilian personnel
2. Scouting, public school classes, and other group activities related to cultural resources conservation
3. Contributions to educational programs at academic institutions

Community Relations

1. Public awareness programs and involvement in cultural resources preservation efforts on and off the nominee's property

2. Affiliation of the nominee's personnel with civic and private cultural resource conservation organizations and academic institutions
3. Cooperation with Federal, State, Tribal, local, and private cultural resources conservation organizations and academic institutions
4. Volunteer and partnership programs, e.g. level of participation, benefits to the nominee

Environmental Enhancement

How accomplishments and improvements in the cultural resources management program have improved the quality of life for the nominee's personnel and for surrounding communities

Mission Enhancement

How accomplishments and improvements in the cultural resources management program have enhanced the ability of the nominee to carry out its military/civil works mission

Cultural Resources Compliance

1. Interaction with National Park Service, State Historic Preservation Office, Advisory Council on Historic Preservation, Native American tribes, and community groups
2. Budget data to illustrate adequate funding is budgeted and received
3. Enforcement of requirements for consultations prior to initiating actions with effects on cultural resources
4. Enforcement of legal protections
5. Examples of success in managing significant or complex cultural resources compliance issues

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL QUALITY—NON-INDUSTRIAL INSTALLATION”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. Describe the environmental, geographical, political, economic, and community setting of the nominee.

BACKGROUND 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 and the management approach employed, specifically identifying extent of conformance with a recognized environmental management system (EMS) standard, and describe nominee plans to fully implement an EMS. Describe any nominee and community committees, boards, and partnerships that influence, through stakeholder inputs, the nominee’s environmental management program or mission activities relevant to the nominee’s significant environmental aspects. Describe significant environmental plans and agreements, including the dates of preparation or latest revision.

PROGRAM SUMMARY Describe the objectives of the environmental management program, and the degree to which the nominee attained each objective during the preceding two fiscal years, inclusive of the award fiscal year. Describe the extent to which line organizations have documented operational controls and are effectively managing their significant environmental aspects to achieve environmental objectives. Describe the most outstanding features of the program during that period, including significant progress on EMS implementation. Describe what is unique about the program, its cost effectiveness, and whether it goes beyond meeting statutory and regulatory requirements.

ACCOMPLISHMENTS Describe the most outstanding accomplishments and how they improved the nominee’s environmental quality during the preceding two fiscal years, inclusive of the award fiscal year, in TAB C3. Describe: (1) how well the nominee managed the program and progressed with EMS implementation, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, and how effectively management of significant environmental aspects was integrated into mission activities, (4) how effectively the program’s lessons learned are transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

**FORMAT FOR
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ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL QUALITY—INDIVIDUAL/TEAM”**

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 preceding two fiscal years, inclusive of the award fiscal year.

AWARDS AND SERVICES List and describe awards and other special environmental management recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (see TAB C3) of the nominee during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program and progressed with EMS implementation, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, and how effectively management of significant environmental aspects was integrated into mission activities, (4) how effectively the program’s lessons learned are transferred from the nominee to others, (5) the nominee’s success in involving base personnel and residents and the local community in the program, and (6) the breadth of the program (see TAB G).

ENVIRONMENTAL QUALITY ACCOMPLISHMENTS**EMS Implementation**

1. Policy
2. Self Assessment
3. Written Implementation plan
4. Aspect/impact analysis; Prioritized list of aspects
5. Stakeholder involvement
6. Training (Awareness, executive, and implementation team)
7. Management review process

Air Pollution Control

1. Permits and compliance records
2. Operating plant/facility improvements
3. Emission sampling and ambient air monitoring
4. Control of activities in consideration of meteorological conditions
5. Participation in regional air quality planning and protection

Water Pollution Control

1. Permits and compliance records
2. Operating plant/facility improvements
3. Management of point and non-point sources
4. Spill prevention and response
5. Water conservation
6. Drinking water protection
7. Ground water protection

Noise Pollution Control

1. Noise sources and management methods
2. Planning and zoning activities

Radiation Pollution Control

1. Radiation sources (unclassified only)
2. Control and management methods

Waste Management and Resource Recovery

1. Solid (municipal) waste management
2. Toxic and hazardous waste management

Pest Management

1. Integrated pest management program elements and management methods
2. Reductions in pesticide use, e.g., pounds of active ingredients and use of safer pesticides

Environmental Research and Education (on and off nominee's property)

1. Programs to enhance environmental ethics and awareness
2. Environmental research, development, and technology demonstration/validation projects

3. Community involvement and activities, and affiliation of the nominee's personnel with civic and local environmental organizations
4. Cooperation with Federal, State, and local agencies, organizations, and academic institutions

Environmental Compliance Assessment and Management Program

1. Self-assessments and follow-up
 2. Interaction with regulators with regard to inspections, notices of violation (NOVs), agreements, fines and penalties, and other regulatory actions
 3. Budget data to illustrate adequate funding is budgeted and received
 4. Long-term planning for full EMS implementation and sustainable operations
5. Training programs

National Environmental Policy Act (NEPA) Planning

1. NEPA reinvention, application of innovative environmental analysis, partnering, flexibility in analysis, and cost reduction.
2. Scoping and/or focusing analysis in order to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures
3. Setting objectives and goals.
4. Developing a plan of action.

NEPA Analysis

1. Proposals analyzed, decisions made, and the NEPA process executed for each proposal.
2. Coordination and public involvement techniques employed, and their effectiveness.
3. Methodology for integrating environmental analyses into planning and decision making.
4. Results of impact mitigation measures.

NEPA Implementation

1. Actions to engage in cooperative consultation with other Federal, State, and local agencies; and Indian tribes.
2. Management of public participation.
3. Examples of ensuring editorial excellence, including readability and brevity.
4. Use of time management techniques and the results; including the amount of time that elapsed between scoping and issuance of the final product.
5. Innovative approaches used in environmental analysis and whether they institutionalized them.
6. Controls incorporated to monitor the environmental effects of the proposed action and the mitigation measures adopted.

Compliance with Executive Order (EO) 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population," February 11, 1994

1. How the nominee incorporated the analysis required by EO 12898 into the NEPA process.
2. How the nominee identified, and the methods used to analyze, any disproportionate impacts on minority or low-income communities, as appropriate.

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**AWARD CATEGORY
“POLLUTION PREVENTION--INDUSTRIAL INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified) and total acreage of the nominee.

BACKGROUND 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 program, including the functional offices represented and the management approach used, specifically identifying extent of conformance with a recognized environmental management system (EMS) standard, and describe nominee plans to fully implement an EMS. Describe the nominee’s affirmative procurement program, including the involvement of environmental, procurement, and supply personnel. Describe effective programs for improving stakeholder involvement from line organizations, communities, or boards that assist in and influence pollution prevention.

PROGRAM SUMMARY Describe the objectives of the pollution prevention (including recycling and affirmative procurement) program and the degree of attainment of each objective during the preceding two fiscal years, inclusive of the award fiscal year. Describe the most outstanding features of the program during that period, to include a description of plans developed and progress made on integrating pollution prevention into the management of pollution-generating mission activities.

ACCOMPLISHMENTS Describe the most outstanding accomplishments during the preceding two fiscal years, inclusive of the award fiscal year, in TAB D2. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, , and how effectively P2-based management of significant environmental aspects was integrated into mission activities (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving industrial process owners and the local community in the program, and (6) the breadth of the program (see TAB G).

POLLUTION PREVENTION ACCOMPLISHMENTS

Material Substitution

1. Describe steps taken to identify standardization documents, e.g. Military specifications and standards, technical orders, technical manuals, and maintenance requirements cards, that required the use of substances regulated by Federal and State environmental laws or virgin materials. For any standardization documents identified, describe steps taken to revise the standardization documents to eliminate language that required use of environmentally regulated substances or virgin materials.
2. Describe efforts to identify possible alternatives to environmentally harmful substances or virgin materials.
3. Describe efforts to determine whether or not the substitutes were effective.
4. Describe the environmental problems that the substituting material can or did eliminate.
5. Identify the processes impacted by the material substitution, and explain if the substitution is transferable to other processes on the nominee's property or at other DoD locations.
6. Describe efforts to increase identification of pollution prevention opportunities by industrial process owners/operators.

Process Modification or Improvement

1. Describe the original process, including cost to operate, length, efficiency, and environmental aspects and impacts.
2. Describe changes to the process, including cost to operate, length, efficiency, and environmental aspects and impacts.
3. Describe risk, cost, emissions, virgin material, and/or hazardous material use reductions achieved.
4. Describe the efforts underway make information on the improvement/modification available to other processes on the nominee's property, the Component's other locations, and other Military Departments' locations.
5. Describe efforts to increase the number of processes systematically considered for possible improvements.

Improved Material Management

1. Describe how the nominee has changed its material management practices to reduce environmental liabilities or use of virgin materials.
2. Describe measurable results achieved with the change. For example: decrease in hazardous waste generated; decrease in hazardous waste disposed of by volume and cost; reduced risk to workers; reduced fines, penalties and notices of violation; and costs savings, e.g., reduced procurement of materials.

Compliance with Executive Order (EO) 12856, "Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements," August 3, 1993

1. Describe how the nominee has met the requirements of section 3-302, "Toxic Chemical Reduction Goals," of EO 12856.
2. Describe how the nominee has met the requirements of section 3-304, "Toxics Release Inventory/Pollution Prevention Act Reporting," of EO 12856.

3. Describe how the nominee has met the requirements of section 3-305, “Emergency Planning and Community Right-to-Know Reporting Responsibilities,” of EO 12856.

Compliance with Executive Order (EO) 13123, “Greening the Government Through Efficient Energy Management,” June 3, 1999

1. Describe how the nominee has met the requirements of sections 201 through 207 on goals of EO 13123.
2. Describe how the nominee has met the requirements of sections 301 through 308 on organization and accountability of EO 13123.
3. Describe how the nominee has met the requirements of sections 401 through 406 on promoting Federal leadership in energy management of EO 13123.

Recycling Program

1. Type and size of the recycling program
2. Types of solid waste materials recycled
3. Other materials recycled (including hazardous)
4. Composting program
5. Solid waste reductions achieved
6. Cost savings
7. Closed-loop recycling projects
8. Source reduction projects
9. New recycling technologies or techniques used
10. Activities or communities benefited

Affirmative Procurement

1. Type and size of the affirmative procurement program
2. Extent of coverage (personnel/organizations trained) in affirmative procurement awareness training program
3. Functional areas participating in the affirmative procurement program
4. EPA guideline items purchased
5. Other recycled content items purchased
6. Increases achieved in the purchase and use of recycled content items
7. Use of performance measurement to improve program effectiveness
8. Modifications of specifications, statement of work, and contracts to promote purchases of recycled content items

Education, Outreach, and Partnering

1. Describe programs to enhance pollution prevention awareness at any level or any functional area of the Military Department or Defense Agency.
2. Describe community involvement, activities, and affiliations with civic and environmental organizations.
3. Describe cooperation with Federal, State, and local agencies, organizations, and academic institutions.
4. Partnering with other recycling and affirmative procurement programs (DoD, other Federal, State, local government, industry)

5. Describe any process through which community stakeholder inputs are routinely gathered and considered for use in establishing pollution prevention objectives relevant to the significant environmental aspects of the mission.

Research, Development, and Technology Demonstration/Validation

1. Describe relationship to user needs.
2. Describe demonstration of results.
3. Describe plans for implementation.

Reductions Achieved

1. Identify start and end point.
2. Describe the method of measurement.
3. Explain the cost savings.
4. Identify life cycle cost implications.
5. Describe risk reduction.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL RESTORATION—INSTALLATION/CWF”**

INTRODUCTION Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. Describe the environmental, geographical, political, economic, and the community setting of the nominee.

BACKGROUND Summarize the nominee’s environmental restoration challenges. Describe the organization and staffing of the nominee’s environmental restoration program and the management approach used. Describe any community involvement programs in the environmental restoration program, such as restoration advisory boards (RABs) or technical review committees (TRCs). 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, engineering evaluation/cost analysis. List any initiatives undertaken in the environmental restoration program.

PROGRAM SUMMARY Describe the objectives of the environmental restoration program and the degree of success reached for each objective during the preceding two fiscal years, inclusive of the award fiscal year.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (from list below) during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program’s technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program’s lessons learned may be transferred from the nominee to others, (5) the nominee’s success in involving the local community in the program, and (6) the breadth of the program (see TAB G).

Fast Track Cleanup

1. List the accomplishments of the nominee’s cleanup team (BCT), including proposals analyzed and decisions made.
2. Identify the number of acres, or percentage of land, cleaned up and subsequently transferred back to the community.
3. Describe initiatives of the re-use plan.
4. Give examples of streamlining the environmental cleanup process that have resulted in an accelerated cleanup.

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 and validated and/or implemented.

Partnerships Addressing Environmental Cleanup Issues Between DoD and Other Entities

1. Describe how the nominee has teamed with the State, local government, affected community, or other Federal agencies to improve the environmental restoration effort.
2. Describe tangible results and decisions and/or agreements reached.

Restoration Advisory Boards (RABs)

1. For a RAB that has been operating for at least one year, describe significant accomplishments achieved.
2. Explain how the community reacted to the RAB.
3. Explain if there has been a positive change in public opinion regarding the environmental restoration program since the RAB's formation.

Opportunities for Small and Small Disadvantaged Businesses in Environmental Restoration

1. Describe small business community involvement in, and how they received information regarding opportunities under, the nominee's environmental restoration program.
2. Identify the number of jobs the nominee generated in-house and in the community as a result of the nominee's environmental restoration program.
3. Identify awards or recognition received for promoting small business opportunities.

Reducing Risk to Human Health and the Environment

1. Describe interim actions taken by the nominee.
2. Describe improvements in the nominee's site management techniques.
3. Describe improvements in the nominee's site characterization techniques.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

**AWARD CATEGORY
“ENVIRONMENTAL RESTORATION—INDIVIDUAL/TEAM”**

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 preceding two fiscal years, inclusive of the award fiscal year.

AWARDS AND SERVICES List and describe awards and other special environmental restoration recognition given to the nominee during the preceding five fiscal years, inclusive of the award fiscal year. Describe related professional achievements, including community service work and participation in professional organizations.

ACCOMPLISHMENTS Describe the most outstanding accomplishments (from list below) of the individual/team during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving base personnel and residents and the local community in the program, and (6) the breadth of the program (see TAB G).

Accelerating Cleanup/Reducing Risk to Human Health and the Environment

1. Give examples of streamlining the environmental restoration process that have resulted in an accelerated cleanup.
2. Describe interim actions taken.
3. Describe improvements in site characterization techniques implemented.
4. Describe management techniques utilized to keep the program within schedule and budget.

Stakeholder Involvement

1. Describe contributions to the Restoration Advisory Board (RAB).
2. Explain if public opinion changed positively regarding the environmental restoration process.
3. Describe stakeholders' involvement in the environmental restoration decision making process.
4. List efforts to increase community involvement.

Regulatory Coordination

1. Describe teaming with Federal, State, and local government agencies to improve the environmental restoration effort.
2. Describe the management techniques used to maintain regulator involvement.

Cost Avoidance

1. Describe attempts to minimize costs of the environmental restoration program.
2. Give examples of innovative technologies implemented that reduced environmental restoration costs.

Other Benefits

1. Explain how we can implement these significant accomplishments at other locations.
2. Give examples of enhancing stewardship, readiness, and quality of life.
3. Give examples of perseverance in the face of mounting difficulties.

**FORMAT FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARD**

AWARD CATEGORY

“ENVIRONMENTAL EXCELLENCE IN WEAPON SYSTEM ACQUISITION—TEAM”

INTRODUCTION Describe the mission of the weapon system acquisition program.

BACKGROUND Briefly describe the acquisition program. Describe how the team works in the program office and the management approach used. Describe other organizations that influenced the nominee's activities.

PROGRAM SUMMARY Summarize the nominee's major duties and responsibilities during the preceding two fiscal years, inclusive of the award fiscal year. Describe the extent to which the nominee incorporated environmental, safety, and occupational health (ESOH) requirements of DoD Regulation 5000.2-R into the program's decision making process.

ACCOMPLISHMENTS Describe the nominee's most outstanding accomplishments (from list below) during the preceding two fiscal years, inclusive of the award fiscal year. Describe: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported military readiness, (4) how effectively the program's lessons learned may be transferred from the nominee to others, and (5) the breadth of the program (see TAB G).

Incorporating ESOH Analysis Into the Acquisition Decision Making Process Describe the extent to which the nominee met the requirements of: (1) DoD Directive 5000.1, “The Defense Acquisition System,” October 23, 2000; DoD Instruction 5000.2, “Operation of the Defense Acquisition System,” October 23, 2000; and DoD 5000.2-R, “Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs,” June 10, 2001; and (2) Under Secretary of Defense (Acquisition & Technology) memorandum, “Acquisition Pollution Prevention Initiative,” May 15, 1997. In particular, summarize the following (from section C.2.8.6 of DoD 5000.2-R):

1. The programmatic ESOH evaluation (PESHE) document.
2. The approach to reducing ESOH risks.
3. The strategy for integrating ESOH considerations into the systems engineering process.
4. How the team tracks progress in meeting ESOH goals.

ESOH Integration Describe the extent to which the nominee considered ESOH issues associated with:

1. Weapon system design,
2. Weapon system manufacturing,
3. Weapon system test and evaluation,
4. Weapon system operations,
5. Weapon system logistics support,
6. Weapon system disposal, and

7. Overall weapon system life cycle costs.

Material Substitution

1. Describe steps taken to incorporate ESOH requirements into contractor product and performance specifications as well as supporting documents such as technical orders, technical manuals, and maintenance requirements cards, that required the use of substances regulated by Federal and State environmental laws.
2. Describe the nominee's efforts to identify possible alternatives to environmentally harmful substances.
3. Describe the nominee's efforts to determine whether or not the substitutes were effective and met the safety, health, reliability, and other mission-related requirements of the weapon system.
4. Identify the environmental problems that the substituting material did or can eliminate.
5. Identify the processes impacted by the material substitution, and explain if the substitute is transferable to other DoD systems.

Education and Outreach

1. Describe programs to enhance pollution prevention awareness at any level or any functional area of the Military Department or Defense Agency.
2. Describe community involvement, activities, and affiliations of the nominee with civic and environmental organizations.
3. Describe cooperation with Federal, State, and local agencies, organizations, and academic institutions.

**JUDGING GUIDANCE FOR
SECRETARY OF DEFENSE
ENVIRONMENTAL AWARDS**

GENERAL

It is not necessary to compare quantitatively an installation with a civil works facility for the installation/civil works facility awards; or an individual with a team for the individual/team awards. Rather, compare them qualitatively. Using the six categories, below, judge based on: (1) how well the nominee managed the program, (2) the program's technical merits, (3) how well the program supported the military readiness/civil works mission, (4) how effectively the program's lessons learned may be transferred from the nominee to others, (5) the nominee's success in involving the local community in the program, and (6) the breadth of the program.

PROGRAM MANAGEMENT

1. How much improvement did the nominee demonstrate during the period under consideration?
2. Was there an appropriate management structure (including sufficient personnel) to effectively manage the program?
3. Did the program demonstrate coordination with other internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, etc.?
4. Were all required plans prepared and were they up-to-date?
5. Did the program comply with all applicable statutes and regulations?
6. Were all sources of funding explored? Successfully?
7. Did the nominee clearly identify program milestones?
8. What were the program cost savings and benefits?

TECHNICAL MERIT

1. Did the nominee use sound environmental management techniques?
2. Did the nominee use innovative, new techniques and good judgment? Of the techniques used, were any successful? In what way?
3. Was the program effective in protecting, enhancing, and/or restoring the environment?
4. Did the program target source reduction of waste and harmful discharges and emissions?
5. While enhancing one sector of the environment, did the program subject other parts of the environment to real or potential hazards?
6. Did the program promote more efficient use of resources?

ORIENTATION TO MISSION

1. Did the program demonstrate coordination with individuals, e.g., trainers and operators, responsible for the nominee's military readiness/civil works mission?
2. Did the program contribute to the successful execution of the nominee's military readiness/civil works mission?
3. Did the program help identify and develop "mitigation measures" as necessary? Were these measures effective?

TRANSFERABILITY

1. Can others adopt this program elsewhere within and/or outside of DoD?
2. Will program results outlive the presence of the specific individual(s) responsible for the program's success?

COMMUNITY INTERACTION

1. Did the program interact with the surrounding community?
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners?
3. Did the nominee develop public and in-house education programs?
4. Did the program promote public access?

PROGRAM BREADTH

Did the program include the following areas, as applicable to specific award categories:

Natural Resources Conservation

1. Ecosystem Management
2. Hunting and Fishing
3. Commercial Forestry
4. Agricultural Out-Leasing
5. Management for Sensitive Ecosystems and Species
6. Soil and Water Conservation
7. Habitat Enhancement, Restoration, and Creation
8. Outdoor Recreation and Public Access
9. Wetlands and Coastal Zone Protection
10. Volunteer and Partnership Programs

Cultural Resources Management

1. Historical Buildings and Structures
2. Archeological Resources
3. Native American Program
4. Curation
5. Awareness and Education
6. Cultural Resources Compliance

Environmental Quality

1. Full Environmental Compliance
2. Air Pollution Abatement
3. Water Supply and Waste Water Management
4. Hazardous Materials and Hazardous Waste Management
5. Spill Prevention, Preparedness, and Planning for Emergency Response
6. Underground Storage Tank Management
7. Noise Pollution Abatement
8. Solid Waste Management
9. Asbestos, Lead Paint, and Radon Control
10. Pest Management
11. Environmental Education and Training

12. Environmental Planning and Management
13. Cost Controls and Efficiency of Analysis
14. Innovations in Procedures and/or Analysis
15. Monitoring Impacts and Mitigation Measures
16. Usefulness in the Decision-Making Process
17. Incorporation of Executive Order 12898, as Appropriate

Pollution Prevention

1. Increased Recycling, Reuse, and Closed Loop Activities
2. Reduction in Solid, Hazardous, and Toxic Waste
3. Use of Substitute Materials
4. Increased Efficiency in the Use of Energy, Water, and/or Raw Materials
5. Procurement/Acquisition of Environmentally Sound Products
6. Life Cycle Cost Analysis

Environmental Restoration

1. Involved Affected States, Communities, and Other Stakeholders
2. Management of Risk Reduction
3. Full Environmental Compliance
4. Demonstration/Validation and/or Implementation of Innovative Cleanup Technologies

Environmental Excellence in Weapon System Acquisition

1. Incorporated Environmental, Safety, and Occupational health (ESOH) Analysis in the Acquisition Decision Making Process
2. ESOH Integration
3. Material Substitution
4. Education and Outreach