

**SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS  
FISCAL YEAR 2005 GUIDANCE**

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## About the Awards

Each year the Secretary of Defense honors installations, teams, and individuals for outstanding work in DoD environmental programs. On February 10, 2000, the Environment, Safety and Occupational Health Policy Board (ESOHPB) approved 17 environmental awards within six categories, including:

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

The ESOHPB further: (a) established a two-year cycle for all awards with large/small and non-industrial/industrial categories, (b) changed the weapon system acquisition award from pollution prevention to environmental excellence, (c) combined recycling with pollution prevention, and (d) added an environmental quality overseas installation category.

Beginning with the Fiscal Year (FY) 2000 awards program, a two-year schedule was established as follows:

Odd Fiscal Years (e.g. 2005)	Even Fiscal Years (e.g. 2006)
<b>Installation</b>	<b>Installation</b>
• 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
<b>Team/Individual</b>	<b>Team/Individual</b>
• Natural Resources Conservation	• Cultural Resources Management
• Environmental Quality	• Pollution Prevention
• Environmental Restoration	
<b>Team</b>	
• Environmental Excellence in Weapon System Acquisition	

## **Description of Awards for Fiscal Year 2005**

### **Natural Resources Conservation – Small Installation/Civil Works Facility and Individual Team (Tab A)**

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 U.S. Military active or closing installation/civil works facility worldwide.

### **Cultural Resources Management – Installation/Civil Works Facility (Tab B)**

To recognize efforts to promote the management of cultural resources, including the identification, protection, and restoration of historical buildings and structures; archaeological sites; Native American tribes and Native Hawaiians sacred objects 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 U.S. Military active or closing installation/civil works facility worldwide.

### **Environmental Quality – Non-industrial Installation/Civil Works Facility and Individual/Team (Tab C)**

To recognize efforts to ensure mission accomplishment and protection of human health through implementation of environmental management systems and pollution prevention that promotes sustainability in the areas of environmental planning, waste management, and safe drinking water. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any U.S. Military active or closing installation/civil works facility.

### **Pollution Prevention – Industrial Installation/Civil Works Facility (Tab D)**

To recognize efforts to prevent or eliminate pollution at the source, including practices that increase efficiency in the use of raw materials, energy, water, or other resources. Nominations may be: (a) from any level of the Military Departments or Defense Agencies and (b) any U.S. Military active or closing installation/civil works facility worldwide.

### **Environmental Restoration – Installation/Civil Works Facility and Individual/Team (Tab E)**

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 U.S. Military active or closing installation/civil works facility within the 50 United States and U.S. Territories.

### **Environmental Excellence in Weapon System Acquisition – Team (Tab F)**

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

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 U.S. Armed Forces.

### **Nomination Process**

Each Military Service (through its Military Department) and Defense Agency may submit one nomination for each of the eight awards identified above to the Deputy Under Secretary of Defense (Installations and Environment) (DUSD (I&E)) no later than eight weeks prior to the date of the awards ceremony.

Installations, individuals, and teams that previously won the Secretary of Defense Environmental Award for a given category are ineligible to compete within the same category using the same accomplishments for any subsequent submission. New accomplishments within the same categories, subject to the stated achievement period, are acceptable.

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 [Sandra.Cotter@osd.mil](mailto:Sandra.Cotter@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). DUSD (I&E) will upload all nominations on the Defense Environmental Network and Information Exchange (DENIX) website 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 clean copy of the nomination packages that they can easily download in a timely manner.

Upon receipt of the nomination packet, a panel of judges from government, non-governmental organizations, academia, and the private sector will evaluate the nominations on five key criteria, as described in Tab G:

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

### **Technical Requirements and Nomination Format**

The achievement period for the Fiscal Year 2005 Secretary of Defense Environmental Awards is the previous two fiscal years, inclusive of the award year (October 1, 2004 – September 30, 2005).

Nominations packets must be submitted using the format and guidelines prescribed in this document. The nominations package shall contain the following components as described below for each installation/individual/team:

1. U.S. Environmental Protection Agency (EPA) Environmental Compliance History Online (ECHO) Report printout, DoD Component environmental violation summary, and an explanation of violations with documentation.
2. Summary Page (1 page)
3. Narrative (6 pages or less, including covers)

### **ECHO Report/Component Environmental Violation Summary**

Each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the ECHO database (<http://www.epa.gov/echo/>). Beginning with the Fiscal Year 2005 Secretary of Defense Environmental Awards process, installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the achievement period will be ineligible to compete in any category of the Secretary of Defense Environmental Awards, unless the installation can prove (with supporting documentation), that its inclusion in the ECHO report is erroneous. Prior to submitting nomination packages to DUSD (I&E), DoD Components shall screen nominees against the ECHO report as well as their own internal reporting on environmental violations at each of the installations nominated. Individuals/teams from installations with HPV or SNC remain eligible, providing the HPV or SNC is not relevant to the prospective individual/team award category.

### **Summary Page**

Each nomination packet shall include one single-sided page with the following information:

1. Award category
2. Name of nominated person(s) and/or installation
3. Nominee(s) title (if individual/team award)
4. Nominee(s) phone number (commercial and DSN)
5. Nominee(s) e-mail address
6. Nominating individual
7. Nominating individual's email address
8. Nominating individual's phone number (commercial and DSN)
9. Shipping address (appropriate for receipt of trophy)
10. A crisply written paragraph of no more than 100 words summarizing the achievements of the nominee, using quantitative examples, suitable for use in the awards ceremony program.

### **Narrative**

Nominations shall be concise and to the point in narrative style, and include responses to the applicable items listed in the desired award category, as described in Tabs A-F. Each

nomination shall consist of single-spaced text (12-point font) and may use graphics, e.g., tables, charts, diagrams, photographs, maps, to clarify accomplishments, but not videos or music. Graphic fonts, including photograph descriptions, should be no smaller than 10 point. The total text and graphics of the award narrative shall consist of no more than six (6) single-sided 8 ½” X 11” pages when printed, including cover pages. Nomination packages shall clearly address the five major judging criteria: program management, technical merit, orientation to mission, transferability, and stakeholder interaction.

**Tab A1**  
**Secretary of Defense Environmental Award Category**  
**Natural Resources Conservation – Small Installation/Civil Works Facility**

**Installation:** Presented to small installations or civil works facilities with 10,000 acres or less total acreage and can include leased, military-owned, or administered outlying ranges or training practice areas. The winner will receive a trophy and a Secretary of Defense certificate. Honorable mentions will each receive a plaque and a Secretary of Defense certificate.

**Introduction:** Describe the mission, approximate civilian and military population (unless classified), and total acreage of the nominee. To be eligible for natural/cultural resources awards, installations or civil works facility must have an approved Integrated Natural Resources Management Plan (INRMP). List the total acres 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. List significant natural features of the nominee, such as geological, botanical, and archaeological assets.

**Background:** Provide the dates of preparation and revision of the nominee's INRMP. List the cooperative agreements that support the INRMP and their dates of preparation and revision. 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.

**Program Summary:** Describe the most outstanding features of the natural resources program during the achievement period. Describe the objectives of the INRMP and the degree of attainment of each objective during that period.

**Accomplishments:** Describe the most outstanding accomplishments of the achievement period. Examples of accomplishments can be found at Tab A3.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

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 nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.

**Tab A2**  
**Secretary of Defense Environmental Award Category**  
**Natural Resource Conservation – Individual/Team**

**Individual or Team:** 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 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 or members of the U.S. Armed Forces. The winner will receive a plaque and a Secretary of Defense certificate. Honorable mentions will receive a Secretary of Defense certificate.

**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.

**Awards and Services:** List and describe awards and other special natural resources conservation recognition given to the nominee during the preceding two 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 of the nominee during the achievement period. Examples of accomplishments can be found at Tab A3.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

1. How well the nominee(s) managed the program.
2. The program's technical merits.
3. How well the program supported military readiness.
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.

**Tab A3**  
**Natural Resources Conservation Accomplishments**

**Overall Conservation Management**

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

**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 outleasing programs.
4. Natural resources improvements and benefits due to agricultural outleases.
5. Environmentally beneficial landscaping and native plant conservation/use, emphasizing those that reduce long-term maintenance costs.
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 improvements.
3. Use of prescribed burning.
4. Establishment and protection of unique forest areas.
5. Cooperative efforts with U.S. Forest Service, state foresters, and similar groups or agencies.
6. 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. 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 permitting programs; fee schedule for hunting, fishing, or other opportunities.
7. Identification and protection of significant wildlife resources.
8. Protection and enhancement of bio-diverse ecosystems.
9. Protection or enhancement of migratory bird habitat and flyways.
10. 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.
11. Coordination with state wildlife conservation plans.

### **Other Natural Resources**

1. Camping, birdwatching, and trails (nature, hiking, and watchable wildlife).
2. Off-road vehicle use and 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.
2. Efforts to control nuisance and nonnative invasive species and preventing invasion and/or rapid detection and immediate control 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. Gun and water safety, woodsmanship, camping, and outdoor ethics programs.
3. Scouting, public school classes, and other group activities related to natural resources conservation.

### **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, and auditors, including any open biological opinions or court actions.
2. Budget data to illustrate adequate funding is budgeted and received.
3. Natural resources damage assessment efforts.

**Tab B1**  
**Secretary of Defense Environmental Award Category**  
**Cultural Resources Management – Installation/Civil Works Facility**

**Installation:** Presented to an installation or civil works facility that has made a significant and lasting contribution to cultural resources management. The type or size of installation or civil works facility does not matter in this award category. The winner will receive a trophy and a Secretary of Defense certificate. Honorable mentions will receive a plaque and a Secretary of Defense certificate.

**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 the types of historical or cultural resources managed by the nominee.

**Background:** To be eligible for cultural resources awards, installations or civil works facilities must have an approved Integrated Cultural Resources Management Plan (ICRMP). Provide the dates of preparation or revision of the nominee's ICRMP, describe major resource features, and National Register status. List any programmatic agreements, significant memoranda of agreement, programmatic alternatives, and/or comprehensive agreements developed between the nominee and governmental or other organizations; their dates of preparation or revision; and explain the overall benefit of any such agreements on the installation's cultural resource management program. Describe the organization and staffing of the nominee's cultural resources management program. Describe any committees or boards that influence the nominee's cultural resources management program.

**Program Summary:** Describe the most outstanding program features of the achievement period. 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 of the achievement period. Examples of accomplishments can be found at Tab B2.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

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 nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.

## **Tab B2**

### **Cultural Resources Management Accomplishments**

#### **Overall Cultural Resources Management**

1. Improvements in planning, programming, and budgeting, including innovative cost reduction initiatives to support cultural resources management.
2. Coordination of cultural resources management 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 program.
4. Status of ICRMP, inventory status (archaeological resources, historic buildings), and status of National Register eligibility evaluations.
5. Use of other available programs to support cultural resources (e.g. Environmental Security Technology Certification Program, Legacy, conservation easement authorities, etc).

#### **Historic Buildings and Structures**

1. Use of the asset to support mission needs (including adaptive reuse).
2. Maintenance and repair (including cost effective measures).
3. Rehabilitation (including economic analysis).
4. Tax credits (leased and privatized properties).
5. Resources inventoried and/or evaluated for National Register eligibility.
6. Accuracy of the historical status in the real property inventory.

#### **Archaeological 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 versus in situ protection.

#### **Native American Program**

1. Established Consultation Program.
2. Cultural items.
3. Protection of sacred sites.
4. Natural resources uses (including subsistence and ceremonial).
5. Access provisions.
6. Inventory and repatriation efforts completed or in the process of being completed for all Native American Grave Protection and Repatriation Act cultural sites.

#### **Curation**

1. Curation facility provisions.
2. Agreements with others to curate collections.

3. Collection status as required by 36 CFR 79.
4. Ongoing efforts to improve management in accordance with 36 CFR 79.
5. Availability of collections to researchers and interested public.

### **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 interpretation of cultural resource assets
2. Public awareness programs and involvement in cultural resources preservation efforts on and off the nominee's property.
3. Affiliation of the nominee's personnel with civic and private cultural resource conservation organizations and academic institutions.
4. Cooperation with federal, state, tribal, local, and private cultural resources conservation organizations and academic institutions.
5. Volunteer and partnership programs, e.g. level of participation, benefits to the nominee.
6. Involvement/efforts related to Preserve America, Executive Order (E.O.) 13287.

### **Environmental Enhancement**

How accomplishments and improvements in the cultural resources management program have improved the quality of life of the nominee's personnel and of 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 offices, Advisory Council on Historic Preservation, Native American tribes, and community groups, as appropriate.
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.

**Tab C1**  
**Secretary of Defense Environmental Award Category**  
**Environmental Quality – Non-Industrial Installation/Civil works Facility**

**Installation:** Ranges, test centers, and research and development (R&D) centers, should compete in the non-industrial category. Installations or civil works facilities 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.

**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, the management approach employed, the extent of conformance with DoD and Component environmental management system (EMS) policy and guidance, and the nominee's progress towards EMS implementation. 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.

**Program Summary:** Describe 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 sustainability. Describe the most outstanding features of the program during that period, including significant progress on EMS implementation and operation. 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 the nominee improved the environmental quality program during the achievement period. Examples of accomplishments can be found at Tab C3.

**JUDGING PROCESS:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

1. How well the nominee managed the program and 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 were integrated 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, residents, and the local community in the program.

**Tab C2**  
**Secretary of Defense Environmental Award Category**  
**Environmental Quality – Individual/Team**

**Individual or Team:** 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, the management approach employed, and environmental management system (EMS) implementation. If nominated for an individual award, the nominee must be a DoD civilian employee 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. Winners will receive a plaque and a Secretary of Defense certificate. Honorable mentions will each receive a Secretary of Defense certificate.

**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.

**Awards and Services:** List and describe any awards and other special environmental quality recognition given to the individual or team during the preceding two fiscal years, inclusive of the award fiscal year. Describe any related professional achievements, including community service work, and participation in professional organizations.

**Accomplishments:** Describe the most outstanding accomplishments of the nominee during the achievement period. Examples of accomplishments can be found at Tab C3.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

1. How well the nominee managed the program and EMS implementation.
2. The program's technical merits.
3. How well the program supported military readiness, and how effectively management of significant environmental aspects were integrated 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.

**Tab C3**  
**Environmental Quality Accomplishments**

**EMS Implementation (progress to date)**

1. Policy.
2. Goal setting and gap analysis.
3. Implementation plan.
4. Aspect/impact analysis.
5. Stakeholder involvement and integration of environmental management with mission activities.
6. Training (awareness, executive, and implementation team).
7. Management review process.

**Pollution Prevention and Waste Reduction Efforts (all media areas)**

1. Maintaining permits and compliance records.
2. Operating plant/facility improvements.
3. Process change/source reduction, including identifying projects and process changes to enhance and ensure the long-term sustainability of the mission, to prevent resource depletion, and to avoid impacts on natural assets and human health.
4. Sampling/monitoring techniques.
5. Human health considerations.
6. Recycling efforts and accomplishments.
7. Reducing funds expended.

**Environmental Compliance Assessment and Management Program**

1. 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. Budget data to illustrate adequate funding is budgeted and received.
4. Sustainable operations and programs.
5. Training programs.

**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 installation).

4. Compliance with E.O. 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population,” February 11, 1994; 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 employed and their effectiveness in public involvement and participation, to include actions to engage in cooperative consultation with other federal, state, and local agencies, and Native Americans (Indians, Alaskans, and Hawaiians).
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”)**

1. Adherence to country specific Overseas Environmental Baseline Guidance Document/Final Governing Standards (OEBGD/FGS).
2. Application of innovative environmental analysis, flexibility in analysis, and cost reduction.
3. Scoping and/or focusing analysis in order to streamline the process of identifying the proposed action, appropriate alternatives, and mitigation measures.
4. Setting objectives and goals that promote long-term operational sustainability and developing a plan of action.
5. Proposals analyzed, decisions made, and the environmental planning process executed for each proposal.
6. Methodology for integrating environmental analyses into planning and decision-making.
7. Results of impact mitigation measures.

**Tab D1**  
**Secretary of Defense Environmental Award Category**  
**Pollution Prevention – Industrial Installation/Civil Works Facility**

**Installation/Civil Works Facility:** Presented to an industrial installation or civil works facility with a primary mission of producing, maintaining, or rehabilitating military equipment, that has made a significant contribution to pollution prevention. Ranges, test centers, research and development (R&D) centers, and civil works facilities should not compete in the pollution prevention industrial category. The size of installation does not matter in this award category. The winners will receive a trophy and a Secretary of Defense certificate. Honorable mentions will receive a plaque and a Secretary of Defense certificate.

**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 nominee's environmental program, including the functional offices represented, the management approach used, the extent of conformance with DoD and Component environmental management system (EMS) policy and guidance, and the nominee's plans and progress on EMS implementation. Describe the nominee's affirmative procurement program, including the involvement of environmental, procurement, and line personnel. Describe 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 program (including recycling and affirmative procurement) in the context of the environmental management system, where applicable, and the degree of attainment of each objective during the achievement period. Describe the most outstanding features of the program during the period, including plans developed and progress made towards integrating pollution prevention into the management of pollution-generating mission activities as part of the environmental management system.

**Accomplishments:** Describe the most outstanding accomplishments during the achievement period. Examples of accomplishments can be found at Tab D2.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

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, how effectively pollution prevention-based management of significant environmental aspects was integrated into mission activities, and how pollution prevention was 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.

## **Tab D2**

### **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. Describe steps taken to eliminate language requiring the use of environmentally regulated substances or virgin materials from standardization documents.
2. 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.
3. Describe efforts to determine whether the substitutes were effective.
4. Describe how substitutes have eliminated or will eliminate environmental problems.
5. Identify processes impacted by the material substitution. Determine if the material substitution is transferable to other processes on the nominee's property or at other DoD locations.
6. Describe efforts by industrial process owners/operators to implement pollution prevention.

#### **Process Modification or Improvement**

1. Describe the original process, including cost to operate, length, efficiency, and impacts to human health and the environment.
2. Describe changes to the process, including cost to operate, length, efficiency, and impacts to human health and the environment.
3. Describe reduction in risk, costs, emissions, virgin material and/or hazardous material use in the changed process. Describe how the changes avoid resource depletion and impacts on human health and the environment. Explain how changes support long-term operational sustainability.
4. Describe efforts underway to disseminate information about the improvements/modifications to other process owners/operators on the nominee's property, the Component's other locations/installations, and other Military Departments' locations/installations.
5. Describe systematic efforts to duplicate improvements in other processes on the installations/locations.

#### **Improved Material Management**

1. Describe how the nominee has changed its material management practices to reduce use of hazardous materials.
2. Describe measurable results achieved with the changed material management practices. Measurable results could include, for example, 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.

**Compliance with E.O. 13123, "Greening the Government Through Efficient Energy Management," June 3, 1999**

1. Describe how the nominee is meeting goals in sections 201 through 207 of E.O. 13123.
2. Describe how the nominee is meeting the organization and accountability requirements of sections 301 through 308 of E.O. 13123.
3. Describe how the nominee is promoting federal leadership in energy management in accordance with sections 401 through 406 of E.O. 13123.

**Compliance with E.O. 13148, "Greening the Government Through Leadership in Environmental Management," April 26, 2000**

1. Describe how the nominee is meeting the requirements of sections 201 through 206 of E.O. 13148.
2. Describe how the nominee is meeting the requirements of section 401 of E.O. 13148.
3. Describe how the nominee is meeting the requirements of sections 502 and 505 of E.O. 13148.

**Compliance with E.O. 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency," April 21, 2000**

1. Describe how the nominee is meeting the goals in sections 201 and 202 of E.O. 13149.
2. Describe how the nominee is meeting the implementation requirements of sections 401 through 403 of E.O. 13149.

**Recycling Program**

Describe the following:

1. The type and size of the recycling program.
2. The types of solid waste materials recycled.
3. Other materials recycled, including hazardous materials.
4. The installation composting program.
5. All solid waste reductions achieved through recycling.
6. Cost savings (total solid waste management costs) from recycling.
7. Closed-loop recycling projects.
8. Source reduction projects.
9. New recycling technologies or techniques used in recycling.
10. How activities or communities benefited from the recycling program.

**Green Procurement (formerly Affirmative Procurement)**

1. Describe type and size of the green procurement program.
2. Describe 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 green procurement program.
4. Identify EPA guideline items purchased.
5. Identify other recycled content and environmentally preferable items purchased.

6. Describe increases in the purchase and use of recycled content items.
7. Explain nominee's use of performance measurement to improve program effectiveness.
8. Identify modifications of specifications, statements of work, and contracts to promote purchases of recycled content items.

### **Education, Outreach, and Partnering**

1. Describe programs implemented that 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 in pollution prevention.
3. Describe cooperation with federal, state, local agencies, organizations, and academic institutions on pollution prevention activities.
4. Describe efforts to partner with other recycling and affirmative procurement programs (DoD, other federal, state, local government, and industry).
5. Describe efforts to gather community stakeholder input in establishing pollution prevention objectives relevant to significant environmental aspects of the mission.

### **Reductions Achieved**

1. Identify the start and end point for reductions.
2. Describe the method to measure reductions.
3. Explain how reductions resulted in cost savings.
4. Identify life cycle cost implications of the reductions.
5. Describe how risks to human health and the environment were reduced or eliminated by the reductions.

### **Green Buildings**

Describe how construction practices, new structures, and existing structures:

1. Optimize site potential.
2. Minimize energy consumption.
3. Protect and conserve water.
4. Use environmentally preferable products.
5. Enhance indoor environmental quality.
6. Optimize operations and maintenance practices.

**Tab E1**  
**Secretary of Defense Environmental Award Category**  
**Environmental Restoration – Installation/Civil Works Facility**

**Installation:** Presented to an installation or civil works facility that has made a significant contribution to environmental restoration. The type or size of the installation does not matter for this category. Winners will receive a trophy and a Secretary of Defense certificate. Honorable mentions will receive a plaque and a Secretary of Defense certificate.

**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, 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 (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 and engineering evaluation/cost analysis. List any initiatives undertaken in the environmental restoration program.

**Program Summary:** Describe the objectives of the nominee's environmental restoration program and the degree of success reached for each objective during the achievement period.

**Accomplishments:** Describe the nominee's most outstanding accomplishments during the achievement period. Examples of accomplishments can be found at Tab E3.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

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 nominee disseminated lessons learned to others.
5. The nominee's success in involving base personnel, residents, and the local community in the program.

**Tab E2**  
**Secretary of Defense Environmental Award Category**  
**Environmental Restoration – Individual/Team**

**Individual/Team:** Presented to any person or team consisting of two or more persons, who have made significant and lasting contributions to environmental restoration. If nominated for an individual award, the nominee must be a DoD civilian employee 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. Winners will receive a plaque and a Secretary of Defense certificate. Honorable mentions will receive a Secretary of Defense certificate.

**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.

**Awards and Services:** List and describe awards and other special recognition given to the individual during the preceding two 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 of the nominee during the achievement period. Examples of accomplishments can be found at Tab E3.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

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 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.

## **Tab E3**

### **Environmental Restoration Accomplishments**

#### **Fast Track 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 DoD components, 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.

#### **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 Cleanup 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 improve effectiveness, reduce costs, and accelerate cleanups.
2. Describe tangible results of those efforts including documented decisions and/or agreements reached with stakeholders.

#### **RABs**

1. Describe significant accomplishments achieved by any RAB that has operated for at least one year.
2. Explain how the community regards the RAB.
3. Explain if there has been a positive change in public opinion since the RAB's formation.

#### **Opportunities for Small and Small Disadvantaged Businesses in Environmental Restoration**

1. Describe small business opportunities for and involvement in the nominee's environmental restoration program.
2. Describe initiatives to increase opportunities for small business to participate in the nominee's environmental restoration program.
3. Identify the number of small business jobs the nominee generated in-house and in the community as a result of the nominee's environmental restoration program.
4. Identify awards or recognition the nominee received for promoting small business through the environmental restoration program.

#### **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 the environment.

**Tab F1**  
**Secretary of Defense Environmental Award Category**  
**Environmental Excellence in Weapon System Acquisition - Team**

**Individual/Team:** Presented to any team, consisting of two or more persons, who have incorporated environmental safety and occupational health initiatives and priorities into weapon system acquisition. 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. Winners will receive a plaque and a Secretary of Defense certificate. Honorable mentions will receive a Secretary of Defense certificate.

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

**Position Description:** Provide a summary of each team member's major routine duties and responsibilities during the achievement period.

**Awards and Services:** List and describe awards and other special recognition given to each team member during the preceding two 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 of the team during the achievement period. Examples of accomplishments can be found at Tab F2.

**Judging Process:** The judges will evaluate nominations based on the following criteria (see Tab G for further detail):

6. How well the team managed the program.
7. The program's technical merits.
8. How well the program supported military readiness.
9. How effectively the team disseminated lessons learned to others.
10. The team's success in involving base personnel, process owners, residents, and the local community in the program.

**Tab F2**  
**Environmental Excellence in Weapon System Acquisition Accomplishments**

**Weapon System Acquisition Program**

1. Briefly describe the team's weapon system acquisition program.
2. Describe the team's program management approach relative to the weapon acquisition program.
3. Describe other organizations that influenced the team's activities.

**Incorporating Environment, Safety, and Occupational Health Analysis in Acquisition**

1. Describe the extent to which the team met the requirements of DoD Directive 5000.1, "The Defense Acquisition System," May 12, 2003; DoD Instruction 5000.2, "Operation of the Defense Acquisition System," May 12, 2003.
2. Describe the extent to which the team met the requirements of the Under Secretary of Defense (Acquisition & Technology) memorandum, "Defense Acquisition System Safety," September 23, 2004, and the "Acquisition Pollution Prevention Initiative," May 15, 1997.
3. In respect to 1 and 2, summarize the following aspects of the team's program:
  - a. The programmatic environment, safety, and occupational health evaluation process.
  - b. The approach to eliminating/reducing environment, safety, and occupational health hazards and associated risks and a summary of progress during the award period.
  - c. The strategy for integrating environment, safety, and occupational health considerations into the systems engineering and risk management process.
  - d. How the team tracks progress in meeting environment, safety, and occupational health goals.
  - e. How the team assesses and addresses environment, safety, and occupational health risks of the system with respect to sustainment and infrastructure.

**Environment, Safety and Occupational Health Integration**

Describe the extent to which the team considered environment, safety, and occupational health 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/Hazardous Material Elimination or Minimization**

1. Describe steps taken by the team to incorporate environment, safety, and occupational health requirements into proposals/statements of work; 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 team's efforts to identify possible alternatives to environmentally harmful substances.
3. Describe the team'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 how the substituting material has eliminated or will eliminate environmental problems.
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 acquisition safety and pollution prevention awareness at any level or any functional area of the military department or defense agency.
2. Describe how community involvement, activities, and/or affiliations of the nominee with civic and environmental organizations impacted weapon system acquisition.
3. Describe how cooperation with federal, state, and local agencies, organizations, and academic institutions influenced weapon system acquisition.

**Tab G**  
**Judging Guidance**  
**For the Secretary of Defense Environmental Awards**

**General:** It is not necessary to compare an installation quantitatively with a civil works facility for the installation/civil works facility awards; or an individual with a team for the individual/team awards. Rather, the nominees should be judged qualitatively relative to the five criteria below: (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 nominee disseminated program's lessons learned to others; and (5) the nominee's success in involving stakeholders in the program.

**Program Management:**

1. Did the nominee demonstrate improvement during the period under consideration?
2. Was there a recognized management system structure in place to effectively manage mission environmental aspects? (Note that third party registration of the management system is not a DoD policy requirement.)
3. Did the program demonstrate substantive involvement with appropriate internal offices, e.g., funds manager, master planner, real property manager, utilities engineer, and/or logisticians?
4. Were all required plans prepared and were they up-to-date?
5. Did the nominee clearly identify program milestones?
6. Did the nominee demonstrate cost savings and mission benefits?

**Technical Merit:**

1. Did the nominee use innovative techniques and good judgment? Of the techniques used, were any successful? In what way?
2. Was the program effective in protecting, enhancing, and/or restoring the environment?
3. Did the program preferentially target reduction of significant sources of waste and harmful discharges and emissions, while maintaining or improving overall mission and environmental, safety, and health performance?
4. Did the program promote more efficient use of resources?

**Orientation to Mission**

1. Did the program or environmental management system demonstrate substantive involvement of individuals directly responsible for the military readiness or civil works mission, as appropriate for the accomplishments cited, in the nomination package?
2. Did the program contribute to the successful execution or enhancement 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?
3. Did the nominee demonstrate progress in transferring innovations to others within and outside of DoD?

**Stakeholder Interaction**

1. Did the program interact with the surrounding community, state and local regulators, and non-governmental organizations? (U.S. only)
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners? (U.S. only)
3. Did the nominee develop public and in-house education and outreach programs? (U.S. only)
4. Did the program promote public access? (U.S. only)
5. Did the program include substantive opportunities for public involvement and two-way communication? (U.S. only)
6. Did the program achieve success in enhancing environmental awareness and community involvement for base personnel and residents of military housing? (Overseas only)