

**SECRETARY OF DEFENSE ENVIRONMENTAL AWARDS  
FY 2004 GUIDELINES**

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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 FY 2000 awards program, the two-year schedule is as follows:

<b>Even Fiscal Years (e.g. 2004)</b>	<b>Odd Fiscal Years (e.g. 2005)</b>
<u>Installation</u>	<u>Installation</u>
<ul style="list-style-type: none"> <li>• Natural Resources Conservation, Large</li> </ul>	<ul style="list-style-type: none"> <li>• Natural Resources Conservation, Small</li> </ul>
<ul style="list-style-type: none"> <li>• Cultural Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural Resources Management</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Quality, Industrial</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Quality, Non-Industrial</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Quality, Overseas</li> </ul>	<ul style="list-style-type: none"> <li>• Pollution Prevention, Industrial</li> </ul>
<ul style="list-style-type: none"> <li>• Pollution Prevention, Non-Industrial</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Restoration</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Restoration</li> </ul>	
<u>Team/Individual</u>	<u>Team/Individual</u>
<ul style="list-style-type: none"> <li>• Cultural Resources Management</li> </ul>	<ul style="list-style-type: none"> <li>• Natural Resources Conservation</li> </ul>
<ul style="list-style-type: none"> <li>• Pollution Prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Quality</li> </ul>
	<ul style="list-style-type: none"> <li>• Environmental Restoration</li> </ul>
	<u>Team</u>
	<ul style="list-style-type: none"> <li>• Environmental Excellence in Weapon System Acquisition</li> </ul>

## **DESCRIPTION OF AWARDS FOR FY 2004**

### **Natural Resources Conservation - Large Installation/Civil Works Facility (CWF) (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/CWF and Individual/Team (TAB B)**

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

### **Environmental Quality - Industrial Installation and Overseas Installations/CWFs (TAB C)**

To recognize efforts to ensure mission accomplishment and protect human health and the environment by achieving operational sustainability and full and sustained compliance with all applicable environmental requirements. Includes environmental management systems and pollution prevention efforts that promote sustainability and achieve compliance in the areas of environmental planning, waste management, safe drinking water, as well as implementation of environmental management systems. 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 - Non-Industrial Installation/CWF and Individual/Team (TAB D)**

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. 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/CWF (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.

## **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) (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) 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 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 the DENIX Data Manager, at [dnxfback@www.denix.osd.mil](mailto:dnxfback@www.denix.osd.mil) and 703-845-8492, ext. 301.

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 F:

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 FY 2004 SECDEF Environmental Awards is the previous two fiscal years, inclusive of the award year (1 Oct 2002 – 30 Sep 2004).

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:

1. ECHO Report Printout
2. Summary Page (1 page)
3. Narrative (6 pages or less, including covers)

### *ECHO Report*

Each installation in the US or its territories shall submit the latest available Detailed Facility Report from the EPA Environmental Compliance History Online (ECHO) database

[\(http://www.epa.gov/echo/\)](http://www.epa.gov/echo/). **Beginning in the FY05 SECDEF 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 SECDEF Environmental Awards. Individuals/teams from installations with HPV or SNC during the achievement period remain eligible, unless the HPV or SNC is relevant to the prospective 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 150 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-E. 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.

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
NATURAL RESOURCES CONSERVATION--LARGE INSTALLATION/CWF**

**INSTALLATION:** Large installations have more than 10,000 acres, including leased and 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 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 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 archaeological 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. Describe any committees or boards that influence the nominee's natural resources management program.

**PROGRAM SUMMARY:** Describe the most outstanding program features during the achievement period. Describe the objectives of the integrated natural 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 that might be included can be found in TAB A2.

**JUDGING PROCESS:** The judges will evaluate nominations based on the following criteria (see TAB F 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 program's lessons learned are transferred from the nominee to others and
5. The nominee's success in involving base personnel, residents and the local community in the program.

## 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 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 integrated natural resources management plan; inventory status

### Ecosystem Management (biological resources including threatened and endangered species and wetlands)

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 including species of concern
8. Protection and enhancement of biodiversity

9. Coordination and cooperation with U.S. Fish and Wildlife Service, State Fish and Wildlife Agencies 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
6. Provisions for disabled access

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



**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
CULTURAL RESOURCES MANAGEMENT-INSTALLATION/CWF**

**INSTALLATION:** Type or size of installation does not matter. 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 cultural resources managed.

**BACKGROUND:** Provide the dates of preparation or revision of the nominee's integrated cultural resources management plan (ICRMP). 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. 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 that might be included can be found in TAB B3.

**JUDGING PROCESS:** The judges will evaluate nominations based on the following criteria (see TAB F 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 program's lessons learned are transferred from the nominee to others and
5. The nominee's success in involving base personnel, residents, and the local community in the program.

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
CULTURAL RESOURCES MANAGEMENT-INDIVIDUAL/TEAM**

**INDIVIDUAL OR TEAM:** Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to the management of cultural resources. 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 cultural resources management 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 that might be included can be found in TAB B3.

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

1. How well the nominee(s) 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 are transferred from the nominee(s) to others and
5. The nominee's success in involving base personnel, residents, and the local community in the program.

## **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, natural resource management operations and general operations such as construction, building maintenance and repair, etc.
3. Use of alternative management approaches, techniques and staffing to enhance the program
4. Status of integrated cultural resources management plan, inventory status (archaeological resources, historic buildings) 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

### **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. 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, status and 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 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 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

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
ENVIRONMENTAL QUALITY-INDUSTRIAL INSTALLATION**

**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. Size of installation does not matter. 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. 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 DoD and Component environmental management system (EMS) policy and guidance, and describe nominee plans and progress on EMS implementation. Describe any nominee and community committees, boards and partnerships that influence 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 environmental management system, as well as the degree to which the nominee attained relevant objectives during the achievement period. Describe the extent to which line organizations have documented operational controls and are effectively managing their 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 they improved the nominee's environmental quality during the achievement period. Examples of accomplishments that might be included can be found in TAB C3.

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

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, as reflected by involvement of line organizations in EMS implementation.

4. How effectively the program's lessons learned are transferred from the nominee to others and
5. The nominee's success in involving base personnel, residents and the local community in the program.

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
ENVIRONMENTAL QUALITY-OVERSEAS INSTALLATION**

**INSTALLATION:** For overseas installations, neither type (industrial, non-industrial) nor size (large, small) of installation matter. 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. 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 DoD and Component environmental management system (EMS) policy and guidance, and describe nominee plans and progress on EMS implementation. 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 achievement period. Describe the extent to which line organizations have documented operational controls and are effectively managing their significant environmental aspects to achieve environmental objectives and long-term mission sustainability. Describe the most outstanding features of the program during the achievement 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 achievement period. Examples of accomplishments that might be included can be found in TAB C3.

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

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, as reflected by involvement of line organizations in EMS implementation;
4. How effectively the program's lessons learned are transferred from the nominee to others, and
5. The nominee's success in involving base personnel and residents of military housing in the program.

## **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 the 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, notices of violation (NOVs), agreements, fines and penalties and other regulatory actions (US 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 (US 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 and local agencies, organizations and academic institutions.
3. Environmental education efforts including Community Right-to-Know activities (on and off post)
4. Compliance with Executive Order (EO) 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population," February 11, 1994, by incorporation into the environmental documentation process and identification and methods used to analyze 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 (US only)**

1. Methodology, integration, and institutionalization of environmental analyses into planning and decision making, with proposals analyzed, decisions made and the NEPA or NEPA-type process executed 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 for 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 incorporated to monitor the environmental effects of the proposed action and the results of impact mitigation measures adopted

### **Environmental Planning and Analysis (Overseas only, Executive Order 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

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
POLLUTION PREVENTION--NON-INDUSTRIAL INSTALLATION/CWF**

**INSTALLATION:** Ranges, test centers, research and development (R&D) centers and civil works facilities should compete in the non-industrial category. Installations with a primary mission of producing, maintaining or rehabilitating military equipment should not compete in the non-industrial 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.

**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 DoD and Component environmental management system (EMS) policy and guidance, and describe nominee plans and progress on EMS implementation. Describe the nominee's affirmative procurement program, including the involvement of environmental, procurement and line 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 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 that period, including a description of plans developed and progress made on 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 that might be included can be found in TAB D3.

**JUDGING PROCESS** The judges will evaluate nominations based on the following criteria (see TAB F 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 program's lessons learned may be transferred from the nominee to others and
5. The nominee's success in involving base personnel, process owners, residents and the local community in the program.

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
POLLUTION PREVENTION-INDIVIDUAL/TEAM**

**INDIVIDUAL/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 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 pollution prevention 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 that might be included can be found in TAB D3.

**JUDGING PROCESS** The judges will evaluate nominations based on the following criteria (see TAB F 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 program's lessons learned may be transferred from the nominee to others and
5. The nominee's success in involving base personnel, process owners, residents and the local community in the program.

## **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 and how these efforts support long-term operational sustainability by avoiding resource depletion and impacts on the natural environment and human health
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 and how these efforts support long-term operational sustainability by avoiding resource depletion and impacts on the natural environment and human health
4. Describe efforts underway to make information about 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 use of hazardous materials
2. Describe measurable results achieved with the change. For example: decrease in generation of air or water pollution' decrease in hazardous waste disposed of by volume and cost, reduced risk to workers and costs savings e.g., reduced procurement of materials

### **Compliance with Executive Order (EO) 13123, "Greening the Government Through Efficient Energy Management," June 3, 1999**

1. Describe how the nominee is meeting the requirements of sections 201 through 207 on goals of EO 13123
2. Describe how the nominee is meeting the requirements of sections 301 through 308 on organization and accountability of EO 13123

3. Describe how the nominee is meeting the requirements of sections 401 through 406 on promoting Federal leadership in energy management of EO 13123

**Compliance with Executive Order (EO) 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 EO 13148
2. Describe how the nominee is meeting the requirements of section 401 of EO 13148
3. Describe how the nominee is meeting the requirements of sections 502 and 505 of EO 13148

**Compliance with Executive Order (EO) 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency," April 21, 2000**

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

**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 (total solid waste management costs)
7. Closed-loop recycling projects
8. Source reduction projects
9. New recycling technologies or techniques used
10. Activities or communities benefited

**Green Procurement (formerly Affirmative Procurement)**

1. Type and size of the green procurement program
2. Extent of coverage (personnel/organizations trained) in an awareness training program covering the various Federal green purchasing programs (affirmative procurement of recycled content products, biobased products, energy efficient products, low standby power products, water conserving products, low-VOC products and others as appropriate)
3. Functional areas participating in the green procurement program
4. EPA guideline items purchased
5. Other recycled content and environmentally preferable 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 and 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

### **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

### **Green Buildings**

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

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARD**

**AWARD CATEGORY  
ENVIRONMENTAL RESTORATION-INSTALLATION/CWF**

**INSTALLATION:** Type or size of the installation does not matter. 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. 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 achievement period.

**ACCOMPLISHMENTS** Describe the most outstanding accomplishments during the achievement period. Examples of accomplishments that might be included can be found in TAB E2.

**JUDGING PROCESS** The judges will evaluate nominations based on the following criteria (see TAB F 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 program's lessons learned may be transferred from the nominee to others and
5. The nominee's success in involving base personnel, residents and the local community in the program.

## ENVIRONMENTAL RESTORATION ACCOMPLISHMENTS

### **Fast Track Cleanup**

1. List the accomplishments of the nominee's cleanup team, 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 restoration 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 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



**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 five criteria, 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 and (5) the nominee's success in involving the local community 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, logisticians, etc.?
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, non-governmental organizations, etc? (US Only)
2. Did the nominee establish volunteer and partnership programs? What were the contributions of these partners? (US Only)
3. Did the nominee develop public and in-house education and outreach programs? (US Only)
4. Did the program promote public access? (US Only)
5. Did the program include substantive opportunity for public involvement and two-way communication? (US Only)
6. Did the program achieve success in enhancing environmental awareness and community involvement for base personnel and residents of military housing (Overseas only).