

**NOTE: CONTACT KEITH ENTZMINGER, AWARDS ADMINISTRATOR (301) 342-6862, FOR THE FY04 AWARD CATEGORIES AND NOMINATION FORMAT OF THE AWARD CATEGORY NEEDED. HRO EXPECTS CNO (N45) TO ANNOUNCE FY 04 CRITERIA IN LATE SEPT OR EARLY OCT 2004**  
**SECNAV REQUIRES NOMINATION BE SUBMITTED ELECTRONICALLY IN ADOBE ACROBAT FORMAT ON A COMPRESSED DISK – READ ONLY MEMORY, ALONG WITH THREE COPIES OF THE CD.**



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

5090  
Ser N45D2/2U597658

OCT 24 2002

From: Chief of Naval Operations

Subj: FY 2002 CHIEF OF NAVAL OPERATIONS (CNO) ENVIRONMENTAL AWARDS

Ref: (a) OPNAVINST 5090.1B, Change 3 of 17 Oct 02

Encl: (1) ASN(I&E) memorandum of 07 Oct 02  
(2) DUSD(E) memorandum and award guidance of 25 Sep 02  
(3) FY 2002 Criteria For Nomination For The CNO Environmental Quality–Small Ship Award  
(4) FY 2002 Criteria For Nomination For The CNO Environmental Planning Team Award

1. The FY02 CNO environmental awards will recognize individuals, teams, ships and installations for their exceptional environmental stewardship. This memorandum calls for nominations for these awards, and supplements submission information provided in reference (a).

2. The CNO environmental awards program has been revised with the goal of better aligning CNO award categories with those of the DoD program, which runs on a two-year cycle (enclosure 2). Changes to the CNO program will provide a longer cycle to cite accomplishments, increase the substance of award inputs, and accommodate potential schedule changes due to operational conditions. Because of Navy's unique operating environment, the CNO awards program will differ from the DoD program in two award categories:

- The Large and Small Ship Environmental Quality award categories recognize environmental programs on Naval vessels and are unique to CNO and SECNAV. Ship awards will alternate annually between large (>400 crew) and small (<400 crew) ships, similar to the DoD protocol.

- The CNO Environmental Planning Team award category recognizes excellence in Navy environmental planning in the context of NEPA and E.O. 12114. It will alternate with the Environmental Excellence in Weapon System Acquisition award (also a SECNAV and DoD award category) to follow the DoD protocol.



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3. Up to three winners will be named for each of the 10 awards given out at the CNO level. Award categories for the FY02 CNO competition are:

- Natural Resources Conservation (large installation).
- Cultural Resources Management (installation, individual/team).
- Environmental Quality (industrial installation, overseas installation, small ship).
- Pollution Prevention (non-industrial installation, individual/team).
- Environmental Restoration (installation).
- Environmental Planning (team).

4. Claimants may submit up to five nominations per category.

Nominations shall be concise and to the point in narrative style, and include responses to the applicable items listed in TABs A-E of enclosure (2), enclosure (3) and enclosure (4). Each nomination shall consist of single-spaced text (12-point font) and may use graphics (e.g. tables, charts, diagrams, photographs, and 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 each nomination shall consist of no more than 10 single-sided 8-1/2" x 11" pages when printed.

Accompanying each nomination will be an additional single-sided page giving: (1) the name, mailing address, email address, and telephone and fax numbers (commercial and DSN) of the nominee point of contact (POC); (2) the name, mailing address, and telephone and fax numbers (commercial and DSN) of the financial POC for the nominee's activity; and (3) a concisely written paragraph of up to six sentences summarizing the achievements of the nominee, using quantitative examples, suitable to print in the awards ceremony handout, and be read during the awards ceremony (the latter should the nominee win). The contact page is in addition to the nomination package and does not count against the 10-page limit. IF THIS PAGE IS NOT INCLUDED WITH THE AWARD NOMINATION, THE NOMINEE WILL BE ELIMINATED FROM CONSIDERATION.

Each nomination package must include one "original" paper copy, stapled at the upper left corner, and one electronic copy (on a diskette, compact disk, or zip disk). Nominations bound in any

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AWARDS

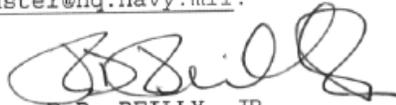
other form (three-ring binders, clear-front report covers, etc.) will not be accepted. Multiple nominations on a single electronic medium (diskette, CD or zip disk) will not be accepted.

5. Claimants forward nominations to: CNO Environmental Readiness Division (OPNAV N45), ATTN: N45D2, 2211 South Clark Place RM680, Arlington, VA 22202-3735. Nominations must be received not later than 6 January 2003.

6. Except for winners in the Environmental Planning Team category, all CNO winners will advance to the SECNAV level.

7. The CNO awards ceremony will be held 6 May 2003 at 0900 at the Navy Memorial. The SECNAV ceremony will follow at 1100. The DOD ceremony will be held 7 May 2003 at the Pentagon.

8. I look forward to your nominations and to recognizing the environmental stewardship accomplishments of your military and civilian personnel. My point of contact for this awards competition is Ms. Easter Thompson, N45D2, at (703) 604-5426 (DSN 664-5426), or [thompson.easter@hq.navy.mil](mailto:thompson.easter@hq.navy.mil).



R.D. REILLY, JR.  
RDML (SEL), U.S. NAVY  
DIRECTOR ENVIRONMENTAL  
READINESS DIVISION (OPNAV N45)

Distribution:  
CNO (09BF)  
CINCLANTFLT (00/N465)  
CINCPACFLT (00/N465)  
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ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

SEP. 25 2002

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY  
(INSTALLATIONS AND ENVIRONMENT)  
ASSISTANT SECRETARY OF THE NAVY  
(INSTALLATIONS AND ENVIRONMENT)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(INSTALLATIONS, LOGISTICS AND ENVIRONMENT)  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: FY 2002 Secretary of Defense Environmental Awards Program Guidance

I request receipt of your nominations for the Fiscal Year 2002 Secretary of Defense Environmental Awards by March 7, 2003, using the attached guidelines. We plan to hold the awards ceremony at the Pentagon on May 7, 2003, and present eight awards in the five categories listed below. Each Military Service and Defense Agency may submit one nomination for each of the eight awards. Army nominations may include Civil Works Facilities of the Corps of Engineers in both the installation and team/individual categories.

**Natural Resources Conservation**  
Large Installation  
**Cultural Resources Management**  
Installation; Individual/Team  
**Environmental Quality**  
Industrial Installation; Overseas

**Pollution Prevention**  
Non-Industrial Installation;  
Individual/Team  
**Environmental Restoration**  
Installation

We look forward to recognizing your military and civilian personnel for their outstanding accomplishments in support of the environmental programs of the Department of Defense. Please direct questions concerning this memorandum to Lt Col Bruce Harding at (703) 604-1831 or [bruce.harding@osd.mil](mailto:bruce.harding@osd.mil).

  
Raymond F. DuBois, Jr.  
Deputy Under Secretary of Defense  
(Installations and Environment)

Attachment:  
As stated



ENC 2

**SECRETARY OF DEFENSE  
ENVIRONMENTAL AWARDS  
FY 2002 GUIDELINES**

**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 security awards within six categories, including:

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

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:

Even Fiscal Years (e.g. 2002)	Odd Fiscal Years (e.g. 2003)
<u>Installation</u>	<u>Installation</u>
• Natural Resources Conservation, Large	• Natural Resources Conservation, Small
• Cultural Resources Management	• Cultural Resources Management
• Environmental Quality, Industrial	• Environmental Quality, Non-Industrial
• Environmental Quality, Overseas	• Pollution Prevention, Industrial
• Pollution Prevention, Non-Industrial	• Environmental Restoration
• Environmental Restoration	

Even Fiscal Years (e.g. 2002)	Odd Fiscal Years (e.g. 2003)
<u>Team/Individual</u>	<u>Team/Individual</u>
• <u>Cultural Resources Management</u>	• <u>Natural Resources Conservation</u>
• Pollution Prevention	• Environmental Quality
	• Environmental Restoration
	<u>Team</u>
	• Environmental Excellence in Weapon System Acquisition

## DESCRIPTION OF AWARDS FOR FY 2002

### 1. Natural Resources Conservation Award-Large Installation/Civil Works Facility (CWF) (TAB A)

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

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

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

### 2. Cultural Resources Management Award-Installation/CWF and Individual/Team (TAB B)

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

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

**INDIVIDUAL OR TEAM:** Presented to any person or team, consisting of two or more persons, who has made significant and lasting contributions to 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. Winner will receive a plaque and a Secretary of Defense certificate. Honorable mentions will receive a Secretary of Defense certificate.

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

### **3. Environmental Quality Award-Industrial and Overseas Installations/CWFs (TAB C)**

**PURPOSE:** To recognize efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements. Includes environmental management systems and pollution prevention efforts that 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 US Military active or closing installation/civil works facility.

**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. For overseas installations, neither type (industrial, non-industrial) nor size (large, small) of installation matter. Winners will receive a trophy and a Secretary of Defense certificate. Honorable mentions will receive a plaque and a Secretary of Defense certificate.

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

### **4. Pollution Prevention Award - Non-Industrial Installation/CWF and Individual/Team (TAB D)**

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

**INSTALLATION:** 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. Winners will receive a trophy and a Secretary of Defense certificate. Honorable mentions will receive a plaque and a Secretary of Defense certificate.

**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. Winner will receive a plaque and a Secretary of Defense certificate. Honorable mentions will receive a Secretary of Defense certificate.

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

#### **5. Environmental Restoration Award - Installation/CWF (TAB E)**

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

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

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

#### **NOMINATION PROCESS**

Each Military Service (through its Military Department) and Defense Agency may submit one nomination, for each of the 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 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 their FY 2002 submissions. New accomplishments within the same categories, subject to the stated achievement periods, are acceptable.

Nominations shall be concise and to the point in narrative style, and include responses to the applicable items listed 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 each nomination shall consist of no more than 10 single-sided pages when printed.

The following shall accompany each nomination: An additional single-sided page giving (1) the name, mailing address, email address, and telephone number (commercial and DSN) of the nominee point of contact (PoC); (2) name, mailing address, and telephone and fax numbers (commercial and DSN) of the financial PoC for the nominee's installation (for use in the event the nominee wins a cash award); and (3) a concisely written paragraph of up to six sentences summarizing the achievements of the nominee, using quantitative examples, suitable to print in the awards ceremony handout, and be read during the awards ceremony (the latter should the nominee win).

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

Nominating Military Services or Defense Agencies shall submit nomination packages electronically via: (a) email to [bruce.harding@osd.mil](mailto:bruce.harding@osd.mil) or (b) on a diskette, compact 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) for on-line viewing by the judges and subsequent viewing by the public. It is the responsibility of the nominating Military Services and Defense Agencies to ensure that the judges receive a good, clean copy of the nomination packages that they can easily download in a timely manner. Please direct all questions concerning the use of DENIX to Mr. Cal Corbin, DENIX Systems Manager, at [corbin@www.denix.osd.mil](mailto:corbin@www.denix.osd.mil) and 217-373-6731.