

TAB I

**CRITERIA FOR NOMINATION OF INDIVIDUALS FOR THE CNO AND
SECRETARY OF THE NAVY ENVIRONMENTAL AWARDS (ANY CATEGORY)**

1 Background Information. Include the nominee's name, title or position, employing organization, and DOD employment history.

2 Position Description. Provide a summary of the nominee's major routine duties and responsibilities during the preceding 2 calendar years.

3 Special Accomplishments. Identify, under applicable topical headings, the nominee's special achievements and accomplishments for the

preceding 2 calendar years. Indicate specifically how these efforts and accomplishments exceeded his or her normal duties and responsibilities.

4 Awards and Achievements. List and describe awards and other special recognition in the nominee's field of expertise during the past 5 years. Describe related professional achievements, including community service work and participation in professional organizations.