

APPENDIX D

ENVIRONMENTAL AND NATURAL RESOURCES AWARDS PROGRAM

1 Chief of Naval Operations and Secretary of the Navy Environmental Awards Program

R) **1.1 Awards Program.** CNO and SECNAV each separately grant annual Environmental Quality awards to ships, shore activities, and personnel of the Navy Department. They present seventeen categories of awards in seven major areas:

A) (1) Natural Resources Conservation
Large Installations (> 10,000 acres)
Small Installations (< 10,000 acres)
Individual

(2) Environmental Quality
Industrial Installations,
Non-Industrial Installations
Large Ships (Crew size > 400)
Small Ships (Crew size < 400)
Individual

(3) Pollution Prevention
Industrial Installations
Non-Industrial Installations

(4) Pollution Prevention - Weapon
System Acquisition Team

(5) Recycling
Industrial Installations
Non-Industrial Installations
Individual

(6) Environmental Cleanup
Installations

(7) Cultural Resources
Installations
Individual

D)

CNO and SECNAV present environmental awards to stimulate outstanding performance in promoting natural resources conservation and the protection and enhancement of human health and the environment.

Besides determining the winners of the CNO (A) awards, CNO will nominate a total of three entries in each category to SECNAV. SECNAV then independently selects winners from these nominees for the SECNAV awards in the same categories. SECNAV submits the winners for competition in the Secretary of Defense Environmental Security Awards Program.

1.2 Guidelines and Standards

1.2.1 Applicability. The Ship Award Categories (R) apply to all Navy ships. The Installation Award Categories apply to all Navy Department installations world-wide. The Individual Award Categories apply to all Navy personnel, both military and civilian, world-wide, except for individuals nominated for the Individual, Natural Resources Conservation category. The Individual, Natural Resources Conservation category applies only to Navy personnel, both military and civilian, world-wide, from a ship or installation. Individuals at headquarters, major claimants, intermediate commands, or with regional environmental coordinator functions may not be nominated.

1.2.2 Nomination Schedule for CNO Awards. (D) (R)
The nomination schedule for the CNO Environmental Awards is as follows:

a. Nominating commands will forward nomination abstracts to CNO for the appropriate award category by 10 January. A forwarding letter will accompany the nomination abstract through the chain of command. The letter must

furnish activity and major claimant point of contact and telephone numbers.

b. The CNO Environmental Awards Panel shall evaluate nomination abstracts, and select finalists by 17 January. The winners will prepare a nomination package conforming to the SECNAV nomination criteria (see 1.3.1). Winners must return the nomination packages CNO (N45) by 10 February, who forwards them to the Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) not later than 14 February.

R) **1.2.3 CNO Award Abstract Nomination Submission.** Each Echelon 2 Commander may submit up to two nominations for each award category to CNO (N45), for the period ending the preceding September 30. Major Claimants, at their discretion, may nominate two ships per category. Abstracts shall be in a narrative style, and include responses to the applicable items listed in Tabs A-I. Each nomination shall consist of single-spaced, double-sided text; and typewritten or printed on 8½ x11 inch sheets of recycled paper. The text of installation and team nominations shall consist of no more than two sheets of paper. The text of individual and ship nominations shall consist of no more than one sheet of paper. The nominations shall be concise and describe the program and accomplishments accurately

R) **1.2.4 Abstract Judging Criteria.** CNO will use the following criteria in judging nomination abstracts:

- a. Program Management
- b. Technical Merit
- c. Orientation to Military Readiness
- d. Transferability
- e. Community Interaction

f. Program Breadth

Tab J describes this judging criteria in greater detail.

1.3 SECNAV Awards Nomination Schedule. (R)
Nomination packages for SECNAV Environmental Awards must arrive at SECNAV (ASN(I&E)) not later than 14 February. SECNAV will convene a panel of experts from government, industry and academia to evaluate the nomination package and select a winner and runner-up in each award category by mid-March. The winners will compete in comparable categories for the DOD Environmental Security Awards.

1.3.1 SECNAV Nominations. (R)
CNO will submit the top three nomination packages in each award category to SECNAV, in a narrative style, including responses to applicable items listed in Tabs A-I. Each nomination shall consist of single-spaced, double-sided text; and typewritten or printed on 8½ x11 inch sheets of recycled paper. The text of installation and team nominations shall consist of no more than eight sheets of paper. The text of individual nominations shall consist of no more than two sheets of paper. The text of ship nominations shall consist of no more than three sheets of paper. The nominations shall be concise and describe the program and accomplishments accurately. Writers may include tables, charts, diagrams, etc., that clarify the accomplishments of the nominees, but the package must conform to text and page limitations identified above. The announcement calling for nomination submission will include additional guidance on award categories and criteria.

1.3.2 Award Announcement and Presentation. (R)
CNO and SECNAV will announce the winners of their awards by message. The immediate superior in command of each winner will schedule an awards ceremony to present appropriate items of award recognition.

1.4 Responsibilities

1.4.1 DCNO (Logistics) or designee shall coordinate and administer the CNO contribution to the SECNAV awards program, including amplification of the guidelines provided in section 1.2. DCNO shall establish an awards committee to assist in the selection process.

R) **1.4.2 Echelon 2 commanders** shall:

a. Conduct initial evaluations and submit one nomination per category to CNO(N4), DCNO Logistics. At their discretion, major claimants may nominate two ships per category.

b. Enter nominations only when the activities are truly outstanding.

c. Assist the program by giving appropriate command recognition to subordinate commands excelling in pollution avoidance, abatement and control, and to individuals engaged therein.

A) **2 Awards** Tabs A-J: include Categories and Judging Criteria, adapted from Deputy Under Secretary for Environmental Security (DUSD (ES)) guidance.

a. Tab A Criteria For Nomination Of Installations For the CNO And Secretary Of The Navy Natural Resources Conservation Award

b. Tab B Criteria For Nomination of Installations for the CNO and Secretary of the Navy Environmental Quality Award

c. Tab C Criteria For Nomination of Installations for the CNO and Secretary of the Navy Pollution Prevention Award

d. Tab D Criteria For Nomination of Weapons System Acquisition Teams for the CNO and Secretary of the Navy Pollution Prevention Award

e. Tab E Criteria For Nomination of Installations for the CNO and Secretary of the Navy Recycling Award

f. Tab F Criteria For Nomination of Installations for CNO and Secretary of the Navy Environmental Cleanup Award

g. Tab G Criteria For Nomination of Ships for the CNO and Secretary of the Navy Environmental Quality Award

h. Tab H Criteria For Nomination of Installations for the CNO and Secretary of the Navy Cultural/Historic Resources Conservation Award

i. Tab I Criteria For Nomination of Individuals for the CNO and Secretary of the Navy Environmental Awards (Any Category)

j. Tab J Guidance for Judging the CNO and Secretary of the Navy Environmental Awards

2.1 Supplemental Guidance. SECNAV may modify these formats based upon changes in the (DUSD (ES) award categories and criteria.