



**DEPARTMENT OF THE ARMY**  
**ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT**  
**600 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0600**

S: 22 Oct 04

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MEMORANDUM FOR DIRECTOR (SFIM-ZA), US ARMY INSTALLATION  
MANAGEMENT AGENCY, 2511 JEFFERSON DAVIS HIGHWAY, ARLINGTON, VA  
22202-3926

SUBJECT: FY04 Secretary of the Army Environmental Awards Call for Nominations

1. Each year the Secretary of the Army recognizes outstanding stewardship by Army installations, teams, and individuals who then represent the Army in the Secretary of Defense Environmental Awards program. Each Installation Management Agency (IMA) Region is required to submit nominations for competition in the Secretary of the Army Environmental Awards Program.

2. Several process improvements have been implemented for the FY04 program as listed:

a. Nominations are limited to two (2) pages of bulleted text plus one additional page of supporting data in the form of graphs, data charts, etc. No photographs will be accepted. Bulleted information should concisely explain program metrics and accomplishments. Each nomination shall include a cover page listing the installation name plus team/individual name as appropriate, a point of contact for the nomination, the installation public affairs officer and the IMA Region POC with contact information. The cover page will not count against the two-page limit.

b. An installation may not compete in any category if it has a high priority violation (HPV) or significant non-compliance (SNC) as listed on the Environmental Protection Agency's Enforcement and Compliance on-line (ECHO) database (<http://www.epa.gov/echo/>). However, a team or individual may compete in any category as long as there are no notices of violation (NOV) for the category in which they are competing.

c. The period of achievement has been standardized to two years for all categories. Previously, Natural Resources Conservation and Cultural Resources Management categories had a three-year period of achievement.

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3. Regions shall submit up to three nominations per each of the award categories, as appropriate. If a Region elects not to submit for a particular category, a negative response is required.

4. The due date for receipt of nominations is 22 Oct 04. Guidance and supporting documents are available electronically at the US Army Environmental Center (USAEC) website: <http://aec.army.mil/usaec/publicaffairs/awards00.html>.

5. A panel of subject matter experts will choose the Army winners based on the content of the nomination package. Innovative programs that convey and demonstrate substantial accomplishments in environmental stewardship will have the greatest chance of being selected.

6. The winners will be announced by mid-January 2005. The USAEC will then contact the winners to provide assistance with preparing for the Department of Defense competition and guide the nomination process.

7. I ask for maximum participation in this year's program. The Army has many environmental successes worthy of recognition and we need to tell our story, both inside and outside the Army.

8. Questions may be directed to the USAEC Awards Program Team. They can be contacted at (410) 436-1653, or (410) 436-1234 (DSN 584-xxxx), e-mail: [EnvironmentalAwards@aec.apgea.army.mil](mailto:EnvironmentalAwards@aec.apgea.army.mil).

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