



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000

CEMP-CE

MAR 17 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Call for Nominations for 2011 U.S. Army Corps of Engineers (USACE)
Sustainability Awards

1. Purpose. This memorandum calls for nominations for the newly established 2011 USACE Sustainability Awards. Nominations are open as of the date of this memorandum and will close on 16 May 2011.

2. Applicability. This memorandum applies to all USACE employees, USACE facilities, and USACE implemented projects. These awards will occur annually.

3. References.

a. Executive Order (EO) 13514 Federal Leadership in Environmental, Energy, and Economic Performance.

b. AR 672-20 Incentive Awards.

c. ER 672-1-18 Decorations, Awards and Honors-Incentive Awards.

d. USACE Strategic Sustainability Performance Plan.

4. General.

a. This USACE awards program recognizes and rewards excellence for the development, management and transferability of activities, and/or programs that improve environmental quality, enhance the mission and help USACE reach its sustainability goals as described in Reference 3.d. The USACE award categories are modeled after those in the GREENGOV Presidential Awards program and are compatible with the SECARMY/SECDEF Sustainability nonindustrial installation and individual awards and are complementary to other USACE environmental awards. The winners of the USACE Sustainability Awards may apply, through the ASA (CW) as the Senior Sustainability Officer for USACE, for the 2011 GREENGOV Presidential Awards.

b. The categories of awards are:

(1) Sustainability Hero Award – This award recognizes an individual who is a sustainability champion and agent of change within USACE. The selected individual will

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demonstrate a history of outstanding performance in leading implementation of sustainable practices while reflecting a comprehensive approach to energy and environmental management through innovative strategies, practices, and outreach.

(2) Green Innovation Award – This award recognizes an innovation or idea with clear potential to transform the Federal community's overall energy and environmental performance, in keeping with the goals defined by EO 13514. This award will be presented to an individual or team for the development and execution of a novel new product, project, program, design, or revolutionary idea that facilitates sustainability in the Federal Government in an area relevant to the USACE mission. Award winners will ideally represent efforts in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.

(3) Lean, Clean, and Green Award – This award recognizes outstanding organizational achievement in building or fleet energy efficiency or renewable energy development and deployment. The winning project or program will demonstrate a combination of measurable results in energy efficiency (reduced energy consumption), increased use of renewable energy, and reduced greenhouse gas pollution; or decreased petroleum fuel consumption and greenhouse gas pollution reduction.

(4) Good Neighbor Award – This award recognizes a USACE team, project, or facility for its exemplary application of the Partnership for Sustainable Communities, Livability Principles and/or engagement with local or regional communities to promote one or more of the goals of EO 13514. This award category will focus on USACE representatives who are actively involved in community planning and sustainability initiatives, have established and are pursuing collaborative sustainability goals, and demonstrate success in aligning policies and practices with community partners to achieve those goals. Nominations for this category must include at least one letter of support from a non-Federal local or regional community partner.

(5) Green Dream Team Award – This award recognizes exceptional leadership by an interagency green team to effectively place a Federal sustainability idea into action. The selected team will have clearly demonstrated that its collaboration efforts were integral to the successful implementation and institutionalization of the idea within its office, agency, or agencies and will highlight collaboration through Regional Councils, Federal Executive Boards, workgroups or other interagency organizations.

(6) Building the Future Award – This award recognizes the USACE facility that is "the whole package," and demonstrates the policy and performance goals of EO 13514 in each aspect of its operations. Nominations should demonstrate achievement in building design and operation, cradle-to-grave supply chain management, community engagement, employee involvement, and innovation.

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5. Eligibility.

a. Compliance. The nominating package for all awards must include a statement attesting that there are no significant environmental compliance issues on any project related in a significant way to the nomination. Check with your district or division Environmental Compliance Coordinator for compliance issues related to Civil Works projects. Check with the installation environmental officer for compliance issues related to Military installations.

b. Previous Winners. Only new accomplishments can compete in subsequent competitions in the same category.

c. Program Period. The 2011 awards cover the period from January 2010 to December 2010.

6. Nomination Evaluation. A panel of agency representatives convened by the Chief of the Environmental Community of Practice will review and recommend Award recipients using the following criteria in addition to the category specific criteria identified under categories above. Any winning nomination which also meets the SECARMY criteria for the Sustainability – Non-industrial Installation and Individual/Team categories should consider applying for the appropriate SECARMY award.

Sustainability Awards Judging Criteria
Program Management- How well the nominee managed the program/project
Technical Merit- Is it unique or highly effective
Orientation to Mission- How well the program/project supported the military readiness/civil works mission (includes support to other agencies); Are results clear
Transferability- How effectively the nominee disseminated lessons learned and how replicable are the results or how well it was transferred to other applications.
Stakeholder Interaction- The nominee's success in involving customers, stakeholders, and/or the local community in the program.

7. Submission Procedures. Nomination package content is described in Enclosures 1-3. Nominations must be electronically submitted to the FTP site as indicated in Enclosure 4. All packages must include an endorsement memo signed by a District Commander or equivalent sent through a Division Commander or equivalent. Endorsement memorandum may be sent by e-mail to the awards point of contact indicated below.

8. Awards. Each award will include a certificate or plaque suitable for display in the offices of the recipient(s). Awards will be made at the Summer Leader's Conference to be held 1-5 August

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2011 in New Orleans, Louisiana. All costs to attend the awards ceremony must be financed by the award recipient's home office.

9. Point of contact for this action is Ms. Tomiann McDaniel, CEMP-CEC, 202-761-5440.

FOR THE COMMANDER:

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CHRISTINE A. GODFREY
Acting Chief, Environmental Community of Practice
Directorate of Military Programs

DISTRIBUTION:

COMMANDER,

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U.S. ARMY ENGINEERING AND SUPPORT CENTER, HUNTSVILLE (CEHNC)

U.S. ARMY ENGINEER RESEARCH AND DEVELOPMENT CENTER (ERDC)

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(CONT)

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U.S. ARMY ENGINEER DISTRICT, EUROPE (CENAE)
U.S. ARMY ENGINEER DISTRICT, FAR EAST (CEPOF)
U.S. ARMY ENGINEER DISTRICT, FORT WORTH (CESWF)
U.S. ARMY ENGINEER DISTRICT, GALVESTON (CESWG)
U.S. ARMY ENGINEER DISTRICT, GULF REGION (CEGRD)
U.S. ARMY ENGINEER DISTRICT, HONOLULU (CEPOH)
U.S. ARMY ENGINEER DISTRICT, HUNTINGTON (CELRH)
U.S. ARMY ENGINEER DISTRICT, JACKSONVILLE (CESAJ)
U.S. ARMY ENGINEER DISTRICT, JAPAN (CEPOJ)
U.S. ARMY ENGINEER DISTRICT, KANSAS CITY (CENMK)
U.S. ARMY ENGINEER DISTRICT, LITTLE ROCK (CESWL)
U.S. ARMY ENGINEER DISTRICT, LOS ANGELES (CESPL)
U.S. ARMY ENGINEER DISTRICT, LOUISVILLE ((CELRL)
U.S. ARMY ENGINEER DISTRICT, MEMPHIS (CEMVM)
U.S. ARMY ENGINEER DISTRICT, MOBILE (CESAM)
U.S. ARMY ENGINEER DISTRICT, NASHVILLE (CELRN)
U.S. ARMY ENGINEER DISTRICT, NEW ENGLAND (CENAE)
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U.S. ARMY ENGINEER DISTRICT, OMAHA (CENWO)
U.S. ARMY ENGINEER DISTRICT, PHILADELPHIA (CENAP)
U.S. ARMY ENGINEER DISTRICT, PITTSBURGH (CELRP)
U.S. ARMY ENGINEER DISTRICT, PORTLAND (CENWP)
U.S. ARMY ENGINEER DISTRICT, ROCK ISLAND (CEMVR)
U.S. ARMY ENGINEER DISTRICT, ST. LOUIS (CEMVS)
U.S. ARMY ENGINEER DISTRICT, ST. PAUL (CEMVP)
U.S. ARMY ENGINEER DISTRICT, SACRAMENTO (CESPK)
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CECI-ZA

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CECC-ZA

CEPR-ZA

CERE-ZA

CERD-ZA

CESI

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Enclosure 1-Nomination Package Content FY 2011 USACE Sustainability Awards

A. Complete nomination packages must be uploaded to the FTP site provided in Enclosure 3.

B. Nominations must include the following to be complete:

1. Checklist (Enclosure 1)
2. Cover Sheet (Enclosure 2)
3. Endorsement memo, signed (see memo para. 8)
4. Compliance Summary (see memo para. 5.a.)
5. Summary Page. This is a concise one-page narrative, with supporting photographs of the achievement of the nomination, using quantitative examples and suitable for use in an awards ceremony brochure.
6. Narrative. The narrative is to be five pages or less (not including a summary page, see preceding paragraph). The narrative and any supporting graphics will clearly address the category specific requirements, from memo paragraph 4.b, and the five major judging criteria in memo paragraph 6.

C. Format.

1. Style. Be concise and to the point in narrative style addressing applicable items in the desired award category.
2. Spacing and Font. Use single-spaced text with 12-point Arial font for text. Graphic fonts, including text for photograph descriptions should be no smaller than 10-point font.
3. Supporting Graphics and Video. The narrative may contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments. Nominees should provide a 300 dpi version of photos in a separate jpg file. Narratives are generally easier to judge if photos are included in the narrative. A short (no more than three minutes in length) video summarizing the nomination may be included in addition to the other requirements. Preferable file type for the video is MP4, but any file type compatible with Windows Media player will be accepted. Video should be posted with the nomination package.
4. Length. The total text and graphics of the award narrative shall consist of no more than five single-sided 8 1/2" x 11" pages when printed.

D. Photos.

1. Each nomination packet shall include at most six 4"x6" photographs for use in the USACE Sustainability Awards Ceremony Brochure. These photographs must be provided in the jpeg electronic format with a minimum resolution of 300 dots per inch (dpi) and not more than 2 MB per image.
2. Each photograph must be accompanied by a caption (no more than 3 sentences and NOT imbedded in the photograph) in a Microsoft Word format that illustrates the nomination's performance in the submitted category, suitable for direct importation into the award brochure

Enclosure 2 CHECKLIST
FY 2011 USACE Sustainability Awards

Each nomination package must include all of the items below. Individuals/facilities submitting award nominations must complete the checklist and include it in their nominations packet. Nominations must be submitted via the District Commander or equivalent endorsement through the Division Commander or equivalent to Ms. Tomiann McDaniel, CEMP-CEC, for consideration.

Award Category: _____

Nominated Person/Team/Facility: _____

- ___ **Nomination Cover Sheet**
- ___ **Signed Endorsement memo**
- ___ **Compliance History (may be included in endorsement memo)**
- ___ **Narrative (no longer than 5 pages)**
- ___ **Narrative Summary (1 page) suitable for inclusion in Awards Ceremony**

Brochure

- ___ **Photograph(s) (up to 6 photos, no larger than 2 MB each) suitable for**

Brochure

- ___ **Photograph captions** (one per photo; Each photograph must be accompanied by a caption (up to 3 sentences and NOT imbedded in the photograph) in a Microsoft Word format that illustrates the nominee's performance in the submitted category, suitable for direct importation into the awards brochure.)

**Enclosure 3 Nomination Cover Sheet
FY 2011 USACE Sustainability Awards**

Organizational Info	
Name of Facility/Team/Individual (for team nominations list all team members on Page 2):	
Category of Award:	
Nomination POC Info	
Name:	
Phone #:	Mailing Address:
Fax #:	
E-Mail:	
Public Affairs POC Info	
Name:	
Phone #:	Mailing Address:
Fax #:	
E-Mail:	
MSC POC Info	
Name:	
Phone #:	Mailing Address:
Fax #:	
E-Mail:	
Information for Certificate/Plaque	
Name of Winner:(as it will appear on the engraved award plaque)	
Address: (please provide Express Mail address)	

Nomination Cover Sheet (continued)

FOR TEAM AWARDS:

Team Member Name	Title/Agency

Enclosure 4 How to FTP your Award Nomination Package FY 2011 USACE Sustainability Awards

Access the FTP site at - <ftp://ftp.usace.army.mil/usace/hqusace/AwardsSustainability> ; after accessing site click View (in upper right), and then click Open FTP Site in Windows Explorer.

This directory is only available to USACE users.

IN ORDER TO UPLOAD A File/Folder to the USACE FTP Site:

1. Create a folder on your desktop - place files within that folder and drag that folder into the location on the ftp site identified above. (You CANNOT create folders directly on the ftp site!) Use the following convention to name your folder- # Office symbol POC name, e.g. 1SASJohnson. This filename means the nomination is for award category 1- Sustainability Hero Award; is from Savannah District; the point of contact's last name is Johnson.
2. Send a notification e-mail containing the file name only to Tomiann McDaniel when the file is uploaded. NOTE: Files may be on the site for several days and other USACE personnel will be able to view the file contents during this time. If this is a concern to you, password the file before uploading it to the FTP site AND include the password in your notification e-mail to Tomiann.
3. Contact Tomiann McDaniel with any questions- Tomiann.mcdaniel@usace.army.mil, 202-761-5440.