



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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Memorandum

To: Bureau and Office Chief Sustainability Officers

From: Mary Josie Blanchard, Acting Director  
Office of Environmental Policy and Compliance

Subject: 2016 Department of the Interior Environmental Achievement Awards -  
Call for Nominations **(Response Due: July 29, 2016)**

I am pleased to invite nominations for the 2016 Department of the Interior Environmental Achievement Awards (EAA). These EAAs recognize employees and teams as well as partners (contractors or outside partners) who have attained exceptional sustainability and environmental achievements under Executive Order (EO) 13693, *Planning for Federal Sustainability in the Next Decade*; EO 13653, *Preparing the United States for the Impacts of Climate Change*; Departmental Manual 532 DM 1, *Climate Change Adaptation*; and Departmental Manual 518 DM 2, *Compliance with Waste Management Requirements*.

Generally, the Department EAA categories mirror those of the GreenGov Presidential Awards administered by the White House Council on Environmental Quality (CEQ). This year CEQ added five new categories and updated the nomination criteria for several others. The Department EAAs include an additional category, Environmental Remediation, which recognizes efforts to remediate and prevent contamination on Department lands.

The Department EAA categories are:

- Building the Future
- Climate Champion
- Environmental Remediation
- Good Neighbor
- Green Dream Team
- Greening the Fleet (New)
- Green Innovation
- Keeping It Clean (New)
- Lean, Clean, and Green
- Purchasing Power (New)
- Resilience Role Model (New)
- Ripple Effect (New)
- Sustainability Heroes

To be considered for an EAA, bureau and office Chief Sustainability Officers (CSOs) must submit to me at [maryjosie\\_blanchard@ios.doi.gov](mailto:maryjosie_blanchard@ios.doi.gov), MS-2462 MIB, by **July 29, 2016**, a Memorandum of Nomination certifying that the nominees are in compliance with all applicable environmental laws and regulations. The EAAs represent efforts that go above and beyond the person or team's regular, expected duties. Nominations that do not comply with their bureau's awards process will not be considered.

All EAA nominations must be submitted using the on-line nomination submission site, <https://portal.doi.net/oepc/Lists/DOI%20Environmental%20Achievement%20Award%20Nominations/2016%20DOI%20EAA%20Awards.aspx>. Descriptions of the EAA categories, nomination process, and evaluation criteria are included in the attachment. Visit the *Greening the Department of Interior* website, <http://www.doi.gov/greening/awards>, to find an electronic copy of the attachment, and view additional information about this and other environmental awards.

As in previous years, the GreenGov Presidential Award nomination process is independent of the Department's EAAs. Bureau and office CSOs will have an opportunity to review their bureau GreenGov Presidential Award nominations. If you want to remove any of the nominations from consideration, please let me know. I will notify Kristen Sarri, Principal Deputy Assistant Secretary - Policy, Management and Budget, which nominations are recommended for removal from consideration. She will make the final decision and notify CEQ. Bureaus may determine their own criteria for nominees to be considered for the GreenGov Presidential Awards. The deadline set by CEQ for submitting nominations is **May 20, 2016**. To facilitate the nomination process, it is suggested that bureaus and offices make it part of their process for nominators to submit copies of their GreenGov Presidential Award nominations to Bureau or Office Award Coordinators. For additional information, please visit the 2016 GreenGov Presidential Awards website, <https://www.fedcenter.gov/opportunities/awards/greengovpresidentialawards>.

I encourage you to submit nominations for the 2016 Department EAAs and look forward to recognizing your outstanding bureau or office environmental program. Questions may be addressed to the Department's EAA Coordinator, Mr. Jeffrey Molony at 202-208-7554 or [jeffrey\\_molony@ios.doi.gov](mailto:jeffrey_molony@ios.doi.gov).

#### Attachment

cc: Deputy Secretary  
Chief of Staff  
Assistant Secretaries  
Deputy Assistant Secretary – Policy and International Affairs  
Bureau and Office Directors

**Evaluation Criteria and Award Categories**  
**2016 Department of the Interior Environmental Achievement Awards**  
<http://www.doi.gov/greening/awards>

**AWARD TYPES**

**Individual** - An employee of the Department of the Interior.

**Team** - Department employees or a combination of Department and non-departmental employees.

**Partner** - A departmental partner organization, which may be a contractor, a Federal/state/local agency, tribal nations or organizations, or non-profit entities, that worked with departmental employees on a departmental project. A partner must be nominated by their partner bureau or office for work done on a Department project.

**AWARDS SCOPE**

The Department Environmental Achievement Awards (EAA) recognize Department employees, teams, and partners who have attained exceptional environmental achievements in accordance with the following policies:

- Executive Order (EO) 13693 - Planning for Federal Sustainability in the Next Decade;
- EO 13653 - Preparing the United States for the Impact of Climate Change;
- Departmental Manual - Climate Change Adaptation (532 DM 1); and
- Departmental Manual - Compliance with Waste Management Requirements (518 DM 2).

**ENVIRONMENTAL COMPLIANCE**

The EAAs recognize recipients and projects worthy of replication across the Department. Compliance with applicable laws and regulations is a requirement for receiving an EAA. There must be no environmental compliance problems (e.g., Environmental Protection Agency (EPA) or state fines and penalties levied against a facility, notices of violation, or ongoing criminal or civil enforcement activities) associated with a nomination. Therefore, bureau and office Chief Sustainability Officers (CSOs) are required to verify that all EAA nominees are in compliance with applicable environmental laws and regulations or that all compliance-related problems have been successfully addressed. By signing the Memorandum of Nomination, bureau and office CSOs are certifying that environmental compliance findings associated with the submitted nominations are closed or that all compliance-related problems have been sufficiently addressed to their satisfaction. The Department reserves the right to withhold recognition from any nominee in violation of any environmental Federal, state, or local rules, laws, or regulations of any kind.

## AWARD CATEGORIES

These award categories and descriptions are the same as descriptions for the GreenGov Presidential Awards, unless otherwise noted.

**Building the Future** - This category recognizes exceptional sustainability efforts to reduce the environmental footprint of building operations by integrating renewable energy, increasing energy security, improving energy efficiency, and/or utilizing green infrastructure concepts or natural ecosystem processes to improve potable water, stormwater, and wastewater management, and reducing waste. Nominations are limited to completed projects.

**Climate Champion** - This category recognizes an individual or team who are champions for change, development, implementation, and institutionalization of a sustainability practice to reduce the overall greenhouse gas footprint in support of the climate change goals.

**Environmental Remediation** - This category recognizes efforts to remediate and prevent contamination on Department land. Examples include green remediation initiatives, use of new and emerging technologies, partnerships with other agencies or organizations, reduction of carbon footprint through new techniques, project management or initiatives in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research related to improving efficiency in remediating Department land. **Note:** This category does not cover far-reaching ecosystem protection accomplishments.

**Good Neighbor** - This category recognizes exemplary application of the partnership for sustainable communities, livability principles, and/or external engagement with local or regional communities to advance and raise awareness of sustainability, engage stakeholders, and promote sustainability. Nominations for this category must include at least one letter of support from a non-federal, local, or regional community partner in order to be considered. Include the letter of support in your nomination materials as an attachment.

**Green Dream Team** - This category recognizes intra-agency and inter-agency teams who are sustainability champions and agents of change in working across organizational boundaries to achieve the sustainability goals as reflected in Executive Order (EO) 13693.

**Greening the Fleet (New for 2016)** - This category recognizes outstanding achievement in improving transportation fleet operations, including expanding inter-modal improvements, while decreasing petroleum fuel consumption and reducing greenhouse gas pollution:

**Green Innovation** - This category recognizes exceptional leadership and work to develop and implement an innovation to promote the sustainability priorities as reflected in EO 13693. Award recipients will ideally represent efforts in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.

**Keeping It Clean (New for 2016)** - This category recognizes development and implementation of an innovative approach to minimize emissions through waste diversion and reduction of toxic and hazardous chemicals and materials acquired in support of the sustainability goals.

**Lean, Clean, and Green** - This category recognizes a demonstration of significant efficiency improvements and cost savings through creative implementation of a sustainability practice or practices.

**Purchasing Power (New for 2016)** - This category recognizes innovation and achievement in meeting acquisition goals under EO 13693, including increasing the purchase of environmentally preferable products and services and procurements to address supply chain emissions.

**Resilience Role Model (New for 2016)** - This category recognizes the successful modernization of programs and policies to anticipate, prepare for, and adapt to climate change impacts on operations and mission.

**Ripple Effect (New for 2016)** - This category recognizes outstanding advancement in the tracking and/or mitigation of scope 3 (indirect) greenhouse gas emissions.

**Sustainability Heroes** - This category recognizes exceptional leadership and effort to transform the overall energy and environmental performance, in keeping with the goals of the sustainability priorities and including ideas that might have taken multiple years to come to fruition.

## AWARD PROCESS

### **Step 1: CONTACT YOUR BUREAU OR OFFICE AWARD COORDINATOR:**

Your bureau or office may have additional guidelines for the submission of nominations within your organization. **Nominations must follow your bureau or office procedures and deadlines.** Nominators should contact their Bureau or Office Award Coordinator to ensure that their nominations comply with their bureau awards process. All EAA nominations must be submitted using the on-line nomination submission site, <https://portal.doi.net/oepc/Lists/DOI%20Environmental%20Achievement%20Award%20Nominations/2016%20DOI%20EAA%20Awards.aspx>. A listing of Bureau or Office Award Coordinators and these instructions are available at <https://www.doi.gov/greening/awards/ea>.

**Step 2: BUREAU AND OFFICE SCREENING:** Bureau or Office Award Coordinators, in coordination with environmental management staff, must access the on-line submissions to screen nominations for environmental compliance per the above requirements. Bureau coordinators should use bureau environmental audit results and the EPA's Enforcement and Compliance History Online (ECHO) website at <https://echo.epa.gov/> to determine if the nominated facilities are in good standing. There must be no environmental compliance problems associated with a nomination. Bureaus should also screen nominations for completeness, merit, and appropriateness. Bureaus and offices are asked to forward only their seven (7) best nominations. **Note:** "Partners" must be nominated by their partner bureau or office for work done on a Department project.

### **Step 3: MEMORANDUM OF NOMINATION FROM BUREAU OR OFFICE CSO:**

Bureau and office CSOs must send a Memorandum of Nomination to forward their 7 best nominations to Mary Josie Blanchard, Acting Director, Office of Environmental Policy and Compliance by **July 29, 2016**. If you are a nominator, please contact your Bureau or Office

Award Coordinator to ensure your project will be included in this memorandum, or it cannot be considered for an EAA. **Note:** By their signature in the Memorandum of Nomination, bureau and office CSOs are certifying that the submitted projects have good environmental compliance standing as outlined above.

**Step 4: EVALUATION OF NOMINATIONS BY AWARDS PANEL:** The Office of Environmental Policy and Compliance (OEPC) convenes a panel to select and recommend recipients for EAAs using the established evaluation criteria.

**Step 5: RECOMMENDATIONS FINALIZED, ANNOUNCEMENT MADE:** The OEPC forwards recommendations to the Department's CSO. The CSO finalizes the selection of recipients and signs a memorandum announcing EAA recipients.

**Step 6: RECOGNITION OF RECIPIENTS:** Recognition includes an award delivered to each recipient and descriptions of each recipient and honorable mention on the *Greening the Department of Interior* website. Recipients and honorable mentions become a part of a network of environmental professionals who help spread best management practices across the Department.

**GREENGOV PRESIDENTIAL AWARD NOMINATION:** The GreenGov Presidential Award nomination process is independent of the Department's EAAs. Bureaus may determine their own criteria for nominees to be considered for the GreenGov Presidential Awards. Please see the GreenGov Presidential Awards website, <https://www.fedcenter.gov/opportunities/awards/greengovpresidentialawards>, for additional information. Nominators are encouraged to contact their Bureau or Office Award Coordinator to ensure that their nominations comply with their bureau process for the GreenGov Presidential Awards.

## TIPS FOR WRITING A GOOD NOMINATION

**Tip 1:** Submit a very succinct and very informative abstract of the achievement to show the awards panel your program's key components. Your abstract should contain salient points and merits. The abstract is used during discussions by the panel. Be sure to include the who, what, when, where, why, and how of your project in a detailed paragraph explaining the environmental benefits and the project's ability to be duplicated by other departmental facilities.

**Tip 2:** Review the nominations of past recipients at: <http://www.doi.gov/greening/awards>.

**Tip 3:** Use headings and bullets to separate important components of your narrative.

**Tip 4:** If your project was a team effort, don't nominate only a single individual. In the past, panel members raised questions about nominations that single out an individual without a clear justification why that individual deserves sole recognition.

**Tip 5:** If your project falls into more than one category, write only one nomination that demonstrates the full scope of your program, and select the category that is the closest match.

**Tip 6:** If your project encompasses more than one bureau or office, write one joint nomination that demonstrates the full scope of the program. Select a lead bureau or office to write and submit the nomination. List all members, bureaus, offices, or agencies in your nomination narrative.

**Tip 7:** Use quantitative data whenever possible so that you include the magnitude of the benefits derived (e.g., square feet of recycled-content carpet, pounds of waste diverted from the landfill, dollar values of green contracts, amount of greenhouse gas emission reductions, amount of energy and/or water saved, amount of renewable energy produced or purchased, etc.). Report both the absolute quantity and percentage change when compared to the previous fiscal year.

**Tip 8:** Closely read the evaluation criteria that will be used by the panel to score your nomination.

**Tip 9:** Highlight the cost effective use of innovative techniques and solutions.

**Tip 10 (For Partners):** Clearly show your organization's relationship to the Department project and to the Department as a whole. Explain your organization's role in the project.

## EVALUATION CRITERIA

A panel convened by the OEPC will review and recommend recipients using the following four criteria. For projects that received an EAA in years past, the nomination submitted this year must demonstrate significant new developments or improvements over past achievements in order to be considered.

**Criteria 1:** Project is unique in its approach and/or highly effective at employing proven strategies.

**Criteria 2:** Project demonstrates clear results in improving sustainability of Department operations.

**Criteria 3:** Project is being replicated elsewhere or has high potential for replication across the Department.

**Criteria 4: Category specific criteria:**

- Building the Future - Demonstrates exceptional leadership in efforts to reduce the environmental footprint of building operations by integrating renewable energy, increasing energy security, improving energy efficiency, and/or utilizing green infrastructure concepts or natural ecosystem processes to improve potable water, stormwater, and wastewater management, and reducing waste. Project must be complete.
- Climate Champion - Demonstrates consistent leadership as a champion for change, development, implementation, and institutionalization of a sustainability practice to reduce the overall greenhouse gas (GHG) footprint in support of the climate change goals

for GHGs, energy, clean and renewable energy, fleet management, and climate change resilience.

- Environmental Remediation - Demonstrates achievement in the remediation and prevention of contamination on Department land. This category does not cover far-reaching ecosystem protection accomplishments.
- Good Neighbor - Demonstrates exemplary application of the partnership for sustainable communities, livability principles, and/or external engagement with local or regional communities to advance and raise awareness of sustainability, engage stakeholders, and promote the sustainability priorities<sup>1</sup>. A letter of support from a non-federal, local, or regional community partner must accompany the nomination.
- Green Dream Team - Demonstrates outstanding performance as a sustainability champion and agent for change on working across organizational boundaries to achieve the sustainability goals<sup>2</sup>.
- Greening the Fleet (New) - Demonstrates outstanding achievement in improving transportation fleet operation, including expanding inter-modal improvements, while decreasing petroleum fuel consumption and reducing GHG pollution.
- Green Innovation - Demonstrates exceptional leadership and work in developing and implementing an innovation to promote GHG reductions, energy use reductions, increase use of renewable energy, and water use efficiency. Ideally, efforts are in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.
- Keeping It Clean (New) - Develops and implements an innovative approach to minimize emissions through waste diversion and reduction of toxic and hazardous chemicals and materials acquired in support of the sustainability goals<sup>2</sup>.
- Lean, Clean, and Green - Demonstrates significant efficiency improvements and cost savings through creative implementation of a sustainability practice or practices.
- Purchasing Power (New) - Demonstrates innovation and achievement in meeting sustainable acquisition goals, including increasing the purchase of environmentally friendly products and services to address supply chain emissions.
- Resilience Role Model (New) - Demonstrates successful modernization of programs and policies to anticipate, prepare for, and adapt to climate change impacts on operations and mission.
- Ripple Effect (New) - Demonstrates outstanding leadership in advancing the tracking and/or mitigation of scope 3 (indirect) GHG emissions from agencies / employees.
- Sustainability Heroes - Demonstrates exceptional leadership and efforts to transform overall energy and environmental performance, in keeping with the goals of the sustainability priorities<sup>1</sup> to include ideas that may have taken years to come to fruition.

## QUESTIONS

If you have any questions that cannot be answered by your Bureau or Office Award Coordinator, please contact Mr. Jeffrey Molony, Office of Environmental Policy and Compliance, at 202-208-7554 or [jeffrey\\_molony@ios.doi.gov](mailto:jeffrey_molony@ios.doi.gov).

<sup>1</sup>Sustainability priorities - Performance Contracting, Electric and Zero Emission Vehicles, and Climate Preparedness and Resilience.

<sup>2</sup>Sustainability goals - The EO 13693 goals for 1) GHG Reductions; 2) Sustainable Buildings; 3) Clean and Renewable Energy; 4) Water Use Efficiency and Management; 5) Fleet Management; 6) Sustainable Acquisition; 7) Pollution Prevention and Waste Reduction; 8) Energy Performance Contracts; 9) Electronic Stewardships and Data Centers; and 10) Climate Change Resilience.

<b>BUREAU AND OFFICE AWARD COORDINATORS</b>			<b>April 2016</b>
<b>Bureau/Office</b>	<b>Coordinator</b>	<b>Telephone</b>	<b>Email Address</b>
BIA	Pamela Snyder-Osmun	(703) 390-6341	<a href="mailto:pamela.snyder-osmun@bia.gov">pamela.snyder-osmun@bia.gov</a>
BLM	Georgette Fogle	(202) 912-7142	<a href="mailto:gfogle@blm.gov">gfogle@blm.gov</a>
BOEM / BSEE	Janine Tobias	(202) 208-4657	<a href="mailto:janine_tobias@boemre.gov">janine_tobias@boemre.gov</a>
FWS	St. Clair Thompson	(703) 358-2562	<a href="mailto:stclair_thompson@fws.gov">stclair_thompson@fws.gov</a>
NPS	Fred Sturniolo	(202) 513-7078	<a href="mailto:fred_sturniolo@nps.gov">fred_sturniolo@nps.gov</a>
OEPC	Jeffrey Molony	(202) 208-7554	<a href="mailto:jeffrey_molony@ios.doi.gov">jeffrey_molony@ios.doi.gov</a>
OFAS	Gay Bindocci	(202) 208-3919	<a href="mailto:cynthia_bindocci@ios.doi.gov">cynthia_bindocci@ios.doi.gov</a>
OSMRE	Harry Payne	(202) 208-2895	<a href="mailto:hpayne@osmre.gov">hpayne@osmre.gov</a>
USBR	Tina Armentrout	(303) 445-2680	<a href="mailto:TArmentrout@usbr.gov">TArmentrout@usbr.gov</a>
USGS	Carole DeHerrera	(303) 236-9561	<a href="mailto:cdeherrera@usgs.gov">cdeherrera@usgs.gov</a>
SOL	Sean Joyner	(202) 208-5516	<a href="mailto:sean.joyner@sol.doi.gov">sean.joyner@sol.doi.gov</a>