

**ATTACHMENT**  
**2016 NPS ENVIRONMENTAL ACHIEVEMENT (EA) AWARD**  
**NOMINATION INSTRUCTIONS**

Any employee of the National Park Service (NPS) may nominate any NPS employee, team, or partner (concessioner). In general, nominations must demonstrate an outstanding conservation or environmental accomplishment and its benefit to the NPS.

**PREPARING AND SUBMITTING A NOMINATION**

Please read the following instructions carefully. The steps that are required to complete and submit a nomination are listed below. Sections not applicable to concessioners have been grayed out.

**1. Determine Eligibility**

To be eligible for consideration, all nominations must meet the following criteria:

- In general, projects should be complete or well underway before being submitted for consideration. High Performance/Sustainable Building projects must be completed.
- All or part of the nominated project or activity must have occurred during **Fiscal Year 2015 (October 1, 2014 - September 30, 2015)**.
- Nominations for teams or partners who won an NPS EA Award or received Honorable Mention recognition in the past two (2) years for the same project or activity will not be considered for an award. This includes partner nominations citing the same corporate-level projects or activities as cited in a previously recognized nomination but taking place at a different park(s).
- Partner nominations must be for projects or activities that occurred on park-owned lands. For example, projects or activities that occurred on concessioner in-holdings are not eligible for an award.
- Partners must be able to demonstrate how they exceeded contract requirements for environmental achievement. Contract requirements are minimum expectations and the Committee will not give credit to partners for simply meeting these requirements.

**2. Identify Award Type**

- **Individual** – Any single employee of the NPS (at any grade level).
- **Team** – Any park, NPS regional office, division, or subdivision thereof (i.e., group of park employees), or a cooperative entity formed between a park and a partner. WASO strongly encourages team nominations that involve cooperative efforts of parks and partners (i.e., contractors, concessioners, cooperating associations, etc.) since they are considered in line with the NPS Servicewide stewardship role.
- **Partner** – A commercial, private, or non-governmental entity doing business on NPS-administered lands (e.g., contractor, concessioner, cooperating association, etc.).

**3. Identify Award Category**

The nomination form must indicate one of the six award categories listed and described below. If the nominated project/activity falls into more than one category, write only one nomination that demonstrates the full scope of the program and then select the most appropriate category. The Committee may change the category of a nomination if it determines that the selected category is not applicable.

- **Sustainability Hero** – This category recognizes an NPS employee who is a sustainability champion and agent of change within his or her park/office/region. Nominees in this category will 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.

- **Green Innovation** – This category recognizes an NPS employee team, or partner for the development and execution of a novel new product, project, program, design, or revolutionary idea that facilitates sustainability in the federal government in keeping with the goals defined by EO 13514. Nominated projects in this category will ideally represent efforts that are in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.
- **Lean, Clean, and Green** – This category recognizes an NPS team or partner for outstanding organizational achievement in building or fleet energy efficiency or renewable energy development and deployment. Nominations in this category must 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.
- **Good Neighbor** – This category recognizes an NPS team or partner for 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. Nominations in this category will focus on local NPS or partner 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. **NOTE: 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.**
- **Green Dream Team Award** – This award recognizes exceptional leadership by an interagency green team to effectively place a federal sustainability idea into action. Nominations in this category must clearly demonstrate that collaborative 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. One agency/bureau must serve as the applicant "sponsor." **NOTE: This category is not applicable to park or partner green teams. This category applies to NPS regions, offices, programs, etc. that have collaborated with other federal agencies, including other DOI bureaus, to implement a sustainability project(s).**
- **Building the Future Award** – This award recognizes the park or partner operation that is "the whole package" and demonstrates the policy and performance goals of EO 13514 in each aspect of its operations. Nominees should demonstrate achievement in building or installation design and operation, cradle-to-grave supply chain management, community engagement, employee involvement, and innovation.
- **Climate Champion Award** – This award recognizes an NPE employee or team that has shown consistent leadership in identifying the impacts climate change will have on the federal community, acting to integrate that information into their work, and sharing their experiences to help others prepare. The award winner in this category will exhibit significant understanding of the impacts of climate change on federal operations, programs and policies and will have openly and positively shared that knowledge with other federal agencies, contributing to the nation's overall climate preparedness. Ideally, nominees also will have helped lead the development and successful implementation of plans to respond to climate change over the near and/or long term.
- **Environmental Remediation** – This category recognizes efforts to remediate and prevent contamination on NPS-owned lands. Examples include green remediation initiatives; use of new and emerging technologies; 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 NPS land. **NOTE: Nominations in this category will not be eligible for a GreenGov Presidential Award.**

#### 4. Develop a Project Narrative

The project narrative should include three distinct sections, as follows:

- **Project Description** (5000 characters max) – For all award categories except Sustainability Hero, describe the project including how the project was conceived and implemented, what strategies and technologies were deployed, who was involved, and an appropriate project timeline. Explain clearly and concisely how these accomplishments or actions have contributed to improvement or protection of the environment. **For the Sustainability Hero category only, describe the work for which the individual is being recognized.**
- **Project Results** (3275 characters max) – For all award categories except Sustainability Hero, describe the project results and achievements to date focusing not only on outputs but also on intermediate and long-term outcomes, and potential future outcomes. Include relevant information which may include quantitative data, such as reductions in waste generation. Please do not cite the results of any environmental compliance audits. **For the Sustainability Hero category only, describe the results the nominee has achieved.**
- **Reproducibility** (1625 characters max) – For all award categories except Sustainability Hero, explain how the project has been replicated or has a high potential to be replicated at other parks or other federal facilities and how this knowledge has been shared with colleagues in other parks, offices, organizations, agencies, etc. **For the Sustainability Hero category only, describe how the nominee has mentored others.**

Supplemental materials will be accepted. However, it will be at the discretion of the Committee whether or not to consider these materials.

Tips for writing a good narrative:

- Provide details on contributions made to the project by each team member, if applicable.
- Use quantitative data whenever possible.
- Ensure accuracy.
- NPS-Partner Teams: Clearly show the partner organization's relationship to the NPS project and to NPS as a whole. Explain the organization's role in the project but do not exclude or minimize the role of the NPS in the project.

#### 5. Obtain Independent References\*

Provide the name, title, organization, phone number, and e-mail address for each of three independent references. References must:

- Be from the federal civilian and/or military community and from outside the team;
- Have enough familiarity with the project/program/facility/individual to provide feedback on the success the project; and
- Have no direct financial stake in the project.

In addition, at least two of the references should be outside the nominee's direct management chain.

**\*NOTE: This requirement is not applicable to Partner nominations.**

#### 6. Obtain Letters of Recommendation (Good Neighbor nominees only)\*\*

Attach at least one letter of support from a non-Federal local or regional community partner.

**\*\*NOTE: This requirement is not applicable to Partner nominations.**

#### 7. Secure Signed Concurrence Memoranda [Park to obtain for concessioner]

All nominations must include a signed memorandum from the park superintendent(s) through the regional director(s) endorsing the nomination as an electronic attachment. If the nomination is *multi-park*

in scope, then signed memoranda from all applicable park superintendents and regional directors must be included. Memo templates are available at: <http://inside.nps.gov/waso/waso.cfm?prg=1227&lv=4>

## **8. Submit the Nomination [Park to submit for concessioner]**

Please download the nomination form located at: <http://inside.nps.gov/waso/waso.cfm?prg=1227&lv=4> Using Adobe Acrobat Reader software, fill in the information on the form **and save it as 2016 EAA Nomination form distributed [park acronym].pdf to your hard drive.**

The NPS EA Awards are a Service-level Award and as such all nominations must be submitted according to the Service Level Awards submission procedures. All completed nomination packages (with appropriate signatures), should be posted to the Sharepoint site at:

<http://share.inside.nps.gov/sites/WFM/Awards/Lists/ServiceLevel%20Nominations/Item/newifs.aspx>

If an electronic submission poses an extreme hardship, you may submit a hard copy nomination package before the deadline to the following:

**Jeff Davies**  
**National Park Service**  
**Office of Human Resources**  
**1201 Eye Street, NW**  
**Washington, DC 20005**

Concessioners: Please ask your Commercial Services representative (CSR) to download the nomination form located at <http://inside.nps.gov/waso/waso.cfm?prg=1227&lv=4> and upload the information you have provided.

Using Adobe Acrobat Reader software, your CSR should fill in the information on the form and save it as **2016 EAA Nomination form distributed [park acronym].pdf** to their hard drive.

## **COMPLIANCE HISTORY REVIEW**

Since environmental compliance is a fundamental responsibility of the NPS and NPS employees at all levels, each nominated park will be subject to a background review of their environmental regulatory compliance status and enforcement history using the Environmental Protection Agency's Online Tracking Information System (OTIS) at: [www.epa-otis.gov/otis](http://www.epa-otis.gov/otis)

You will be contacted if there are any outstanding compliance issues identified during this review. If you do not concur with the information in OTIS, you will be asked to provide information as to why you believe the compliance information is incorrect or not applicable to the nomination.

## **AWARD NOTIFICATIONS**

The NPS Environmental Achievement Awardees and Honorable Mention recipients will be notified via memoranda from the Director to the Regional Directors. Plaques and official award letters will be sent to the applicable Regional Offices to be presented by Regional Directors at the appropriate venue.

## **IMPORTANT INFORMATION REGARDING THE DOI EA AWARDS**

In order to be eligible for consideration as a DOI EA Award nominee, you **must** submit a nomination for the NPS EA Awards. Nomination packages sent directly to DOI for the 2016 DOI EA Awards **are not eligible and will not be considered for an award**. All NPS EA Award nominations received at WASO will be screened, and selected nomination packages will be forwarded to DOI as eligible award nominations.