



Department of Defense INSTRUCTION

AD-A270 819



July 15, 1988
NUMBER 4700.2

ASD(P&L)

SUBJECT: The Secretary of Defense Awards for Natural Resources and Environmental Management

- References:
- (a) DoD Instruction 4700.2, "The Secretary of Defense Awards for Natural Resources and Environmental Management," July 21, 1986 (hereby canceled)
 - (b) DoD Directive 4700.1, "Natural Resources -- Conservation and Management," November 6, 1978
 - (c) DoD Directive 5100.50, "Protection and Enhancement of Environmental Quality," May 24, 1973

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update DoD policies, procedures, and responsibilities for the Secretary of Defense Natural Resources Conservation Award Program established by reference (b) and the Environmental Quality Award established by reference (c).

B. APPLICABILITY AND SCOPE

1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including their National Guard and reserve components), and the Defense Agencies (hereafter referred to collectively as "DoD Components").

2. Its provisions encompass:

- a. The INSTALLATION award program that applies to military installations located in the United States, Puerto Rico, Guam, the Trust Territory of the Pacific Islands, and the Virgin Islands.
- b. The INDIVIDUAL award program that applies worldwide to all DoD Components.

C. POLICY

It is DoD policy to stimulate and provide incentive for the development, maintenance, and improvement of natural resources; to protect the natural beauty and environmental quality of DoD installations; and to recognize, through an annual awards program, outstanding achievements in support of this policy.

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D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Production and Logistics) (ASD(P&L)) shall:

a. Issue guidance for and monitor the Secretary of Defense Natural Resources Conservation Awards Program and Environmental Quality Awards Program.

b. Chair a committee of judges composed of nationally recognized leaders employed by the government that shall evaluate the nominations and recommend the most outstanding candidate for each award.

2. The Assistant Secretary of Defense (Public Affairs) shall support the Awards Program with appropriate communications to the public and the news media.

3. The Heads of DoD Components:

a. May submit nominations for the Secretary of Defense Natural Resources Conservation Awards Program and the Environmental Quality Awards Program annually. Four copies of each nomination shall be submitted by May 15.

b. Shall ensure that representatives of the nominated installations are available upon request to make presentations to the judging committee.

c. Shall ensure that nominees for the individual awards are available upon request to be interviewed by the judges.

E. PROCEDURES

1. General. Each award shall be given in the form of a plaque or other suitable keepsake for permanent retention by the winners. A master trophy and plaque inscribed with the names of each year's winning installations shall be retained in the Office of the Secretary of Defense. Suitable keepsakes also shall be presented to the runner-up installations.

2. Installation Awards

a. Natural Resources Conservation Award

(1) To recognize smaller installations as well as larger ones, the award shall be given on alternate years to a small installation (Category A) and to a large installation (Category B). Category A installations are defined as those with 10,000 acres or less included in the integrated natural resources management plan required by DoD Directive 4700.1 (reference (b)). Category B installations are those with more than 10,000 acres included in the natural resources management plan.

(2) Because of the time needed to bring natural resources management programs to fruition, the judging for the installation award shall be based on 3 years' achievements. For example, the installation award presented in calendar year 1987 shall be based on achievements made by a Category A installation during calendar years 1984, 1985, and 1986. The award presented

in 1988 shall be based on achievements made by a Category B installation during calendar years 1985, 1986, and 1987. The annual award competition shall alternate between Category A and B installations.

b. Environmental Quality Award

(1) This award is based on achievements of the prior 2 years that improved environmental quality at a military installation of any size.

(2) To recognize the effect of different missions of installations, the award shall be given on alternate years to an industrial installation (Category A) and to a nonindustrial installation (Category B). Category A installations are defined as those with a primary mission of producing, maintaining, or rehabilitating military materiel.

(3) For example, this award shall be presented in calendar year 1987 to a Category A installation for its achievements during 1985 and 1986. In 1988, the award will be presented to a Category B installation for its achievements during 1986 and 1987.

c. Nominations

(1) Each Military Department may submit one nomination for each installation award to the ASD(P&L) no later than May 15 for the period ending the preceding December 31.

(2) Nominations shall be in narrative style and shall include the applicable items in enclosure 1 or 2. They shall be typewritten or printed and fastened or bound in folders not to exceed 9 by 11 inches.

(3) Nominations shall be judged on substantive content and not on elaborateness or artwork. Nominations shall be prepared for possible use in public information and conservation education. The nominations shall be concise and describe the program and accomplishments accurately. Summaries, highlights, explanatory captions, tables, charts, and other formats that clarify the content are encouraged.

3. Individual Awards. Each head of a DoD Component may nominate an individual that has made significant contributions to the DoD natural resources management program and an individual that has made significant contributions to the environmental quality program. The individuals nominated may be military or civilian. The award citation shall be included in the official personnel file of each individual selected for these awards.

4. Nomination Content

a. Installation Awards

(1) Although there is interdependence and cooperation between natural resources management and environmental protection, nominations for each of the awards shall focus on specific contributions in each program as outlined in enclosures 1 and 2. Initiatives, progress, and achievements shall be described clearly.

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(2) A nomination may not exceed 50 pages of text including illustrations.

(3) Formats for the nominations are in enclosures 1 and 2.

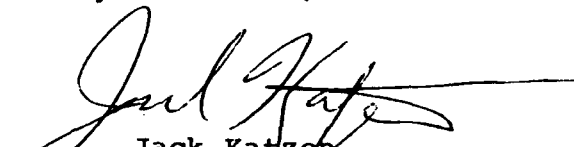
b. Individual Awards. Nominations shall be in the format described in enclosure 3 and shall not exceed four typewritten pages in length. Nominee's description shall include special accomplishments and contributions to DoD goals during the preceding 2 calendar years and specific indications of how the nominee's normal job requirements were exceeded.

F. INFORMATION REQUIREMENTS

The information requirements prescribed in this instruction have been assigned Report Control Symbol DD-P&L(A)670.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Production and Logistics) within 150 days.


Jack Katzen
Assistant Secretary of Defense
(Production & Logistics)

Enclosures - 3

1. Format for Installation Nominations for the Secretary of Defense Natural Resources Conservation Award
2. Format for Installation Nominations for the Secretary of Defense Environmental Quality Award
3. Format for Individual Nominations for the Secretary of Defense Natural Resources Conservation Award or Environmental Quality Award.

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FORMAT FOR INSTALLATION NOMINATIONS FOR THE
SECRETARY OF DEFENSE NATURAL RESOURCES CONSERVATION AWARD

A. INTRODUCTION

1. Mission or missions carried out on the nominated installation's property.
2. Approximate civilian and military population (unless classified) of the installation and all properties that are included in the installation's natural resources management plan.
3. Total acres under the installation's natural resources management plan, followed by a description of program component acreage (improved, semi-improved, and unimproved acreage; acres of managed forests, wildlife, grazing, agriculture, unique natural areas, lakes, or wetlands; miles of streams or coastline; and acres available for hunting, fishing, and other outdoor recreation).
4. Significant natural features of the installation, such as geological, botanical, and archeological assets.

B. BACKGROUND

1. List all components of the integrated natural resources management plan and the dates of preparation or revision of its component parts.
2. List the cooperative agreements that support the natural resources management plan and the dates of preparation or revision.
3. Describe the organization and staffing of the installation's natural resources management program.
4. Describe any committees or boards that influence the installation's natural resources management program.

C. PROGRAM SUMMARY

1. Describe the most outstanding program features and accomplishments of the past 3 years.
2. Describe the objectives of the natural resources management plan and the degree of attainment of each objective during the past 3 years.

D. ACCOMPLISHMENTS

Describe activities and accomplishments in the following areas (if applicable):

1. Land use management

- a. Erosion control and other water quality protection.

- b. Water conservation.
- c. Agricultural land management, including prime and unique farmland protection.
- d. Natural resources improvements and benefits due to outleases.
- e. Grounds improvements and landscaping.
- f. Antilitter programs.
- g. Considerations in new construction planning.
- h. Coordination and cooperation with U.S. Department of Agriculture Soil Conservation Service, County Agricultural Extension Service, and other land management agencies.

2. Forest management

- a. Multiple-use coordination of forestry, outdoor recreation, wildlife, esthetics, and endangered species.
- b. Reforestation.
- c. Timber stand improvement.
- d. Improvements in planning, budgeting, and use of manpower, supplies, and equipment.
- e. Use of prescribed burning.
- f. Establishment and protection of unique forest areas.
- g. Cooperative efforts with U.S. Forest Service, state forester, and similar groups or agencies.

3. Fish and wildlife

- a. Variety of species and habitats.
- b. Protection of federal- and state-listed threatened and endangered species and their habitats.
- c. Permanent food plots, wildlife openings, escape cover, etc.
- d. Game and nongame fish and wildlife habitat improvements.
- e. Reintroductions and stocking.
- f. Degree of access and use of hunting and fishing opportunities by installation personnel and the general public.

g. Improvements in permit program; fee schedule for hunting, fishing, or other opportunities; ratio of permits to general public versus DoD personnel.

h. Identification and protection of significant wildlife resources.

4. Other natural resources. Protection of areas of cultural, archeological, geological, or ecological significance.

5. Outdoor recreation

a. Parks, camping, picnicking, swimming, hunting, horseback riding, boating, bird-watching, and trails (nature, hiking, and bicycling).

b. Off-road vehicle use and control.

c. Permit program.

d. Estimated number of visitors (general public and DoD personnel).

e. Cooperation and coordination with federal, state, and local outdoor recreation agencies.

6. Pest management. Applications of integrated pest management that support and improve the installation's natural resources management program.

7. Conservation education (on and off installation)

a. Natural resources management regulations and enforcement program.

b. Gun and water safety, woodsmanship, camping, and outdoor ethics programs.

c. Scouting, public school classes, and other group activities related to natural resources conservation.

d. Research and development activities.

8. Community relations

a. Public awareness programs and involvement in natural resources conservation programs on and off the installation.

b. Affiliation of installation personnel with civic and private natural resources conservation organizations and such professional conservation societies.

c. Cooperation with Federal, State, local, and private natural resources conservation organizations and academic institutions.

9. Environmental Enhancement. Indicate how accomplishments and improvements in the natural resources management program have improved the quality of life at the installation and for surrounding communities.

FORMAT FOR INSTALLATION NOMINATIONS FOR THE
SECRETARY OF DEFENSE ENVIRONMENTAL QUALITY AWARD

A. INTRODUCTION

1. Mission, approximate civilian and military population (unless classified) of the installation, and total acreage of the installation.
2. Environmental and geographical setting of the installation.

B. BACKGROUND

1. Summarize the environmental challenges at the installation.
2. Describe the organization and staffing of the installation's environmental management program and the management approach used.
3. Describe any installation and community committees or boards that influence the installation's environmental management program.
4. List all environmental plans and agreements and the dates of preparation or last revision.

C. PROGRAM SUMMARY

1. Describe the objectives of the environmental quality program and the degree of attainment of each objective during the past 2 years.
2. Describe the most outstanding program features and accomplishments of the past 2 years.

D. ACCOMPLISHMENTS

Describe activities and achievements during the past 2 years in the following areas (if applicable):

1. National Environmental Policy Act (NEPA) Implementation
 - a. Proposals analyzed and the NEPA process carried out for each.
 - b. Coordination and public involvement techniques used and their effectiveness.
 - c. Methodology for integrating environmental analyses into planning and decisionmaking.
2. Air Pollution Control
 - a. Plant improvements.
 - b. Emission sampling and ambient air monitoring.
 - c. Control of activities in consideration of meteorological conditions.

3. Water Pollution Control
 - a. Management of point sources.
 - b. Management of nonpoint sources.
 - c. Spill prevention and response.
 - d. Water conservation.
 - e. Drinking water protection.
4. Noise Pollution Control
 - a. Noise sources and management methodologies.
 - b. Planning and zoning activities.
5. Radiation Pollution Control
 - a. Radiation sources (unless classified).
 - b. Control and management methodologies.
6. Waste Management and Resource Recovery
 - a. Solid (municipality) waste management.
 - b. Toxic and hazardous waste management.
 - c. Environmental restoration program.
7. Pest Management
 - a. Elements of and management techniques used in the integrated pest management program.
 - b. Reductions in pesticide usage and other improvements.
8. Environmental Research and Education (on and off installation)
 - a. Programs to enhance environmental protection ethic and awareness at the installation.
 - b. Environmental research and development projects.
 - c. Community involvement, activities, and affiliation of installation personnel with civic and environmental organizations.
 - d. Cooperation with Federal, State, and local agencies, organizations, and academic institutions.

FORMAT FOR INDIVIDUAL NOMINATIONS FOR THE SECRETARY OF
DEFENSE NATURAL RESOURCES CONSERVATION AWARD OR
ENVIRONMENTAL QUALITY AWARD

A. Background Information

Include the nominee's name, title or position, employing organization, and DoD employment history.

B. Position Description

Provide a summary of the nominee's major routine duties and responsibilities during the preceding 2 calendar years.

C. Special Accomplishments

Identify, under applicable topical headings, the nominee's special achievements and accomplishments for the preceding 2 calendar years. Indicate specifically how these efforts and accomplishments exceeded his or her normal duties and responsibilities.

D. Awards and Achievements

List and describe awards and other special recognition given to the nominee during the past 5 years. Describe related professional achievements, including community service work and participation in professional organizations.