



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

05 FEB 2004

DAIM-FD

MEMORANDUM FOR

DIRECTOR, INSTALLATION MANAGEMENT AGENCY, 2511 JEFFERSON DAVIS  
HIGHWAY, ARLINGTON, VA 22202-3926  
CHIEF, NATIONAL GUARD BUREAU, ATTN: NGB-ARL-T, 111 S. GEORGE MASON  
DRIVE, ARLINGTON, VA 22204

SUBJECT: Annual Secretary of the Army Energy and Water Management and Federal  
Energy and Water Management Awards

1. The purpose of this memorandum is to provide guidance for the Secretary of the Army and the Department of Energy (DOE) Federal Energy and Water Management Awards programs (encl). These awards recognize and reward outstanding installations and individuals who have made a significant contribution to the efficient use of energy and water resources during the previous fiscal year.
2. Army Regulation 11-27, Army Energy Program, outlines the evaluation criteria for the Secretary of the Army Award, and identifies timeliness and accuracy of HQRADDS data reporting as a prerequisite for selection. Nominations should emphasize Installation compliance with Executive Order 13123 and implementation of Sustainable Design and Development standards.
3. Nominations for both awards (hard and electronic copy) will be submitted through HQ IMA to reach OACSIM not later than 31 Mar 04. The point of contact for this action is Mr. David Purcell, (703) 601-0371, email: [David.Purcell@hqda.army.mil](mailto:David.Purcell@hqda.army.mil).
4. Quality Facilities for Quality Soldiers!

FOR THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT:

JOHN B. NERGER  
Director, Facilities and Housing

Encl  
as

CF:  
DIRECTORS:  
INSTALLATION MANAGEMENT AGENCY, EUROPE REGION, ATTN: SFIM-EU  
INSTALLATION MANAGEMENT AGENCY, KOREA REGION, ATTN: SFIM-KO

DAIM-FD

SUBJECT: Annual Secretary of the Army Energy and Water Management and Federal Energy and Water Management Awards

CF: (CONT)

INSTALLATION MANAGEMENT AGENCY, NORTHEAST REGION, ATTN: SFIM-NE  
INSTALLATION MANAGEMENT AGENCY, NORTHWEST REGION, ATTN: SFIM-NW  
INSTALLATION MANAGEMENT AGENCY, PACIFIC REGION, ATTN: SFIM-PA  
INSTALLATION MANAGEMENT AGENCY, SOUTHWEST REGION, ATTN: SFIM-SW  
INSTALLATION MANAGEMENT AGENCY, SOUTHEAST REGION, ATTN: SFIM-SE

**26<sup>th</sup> Annual Secretary of the Army  
Energy and Water Management Awards  
&  
2004 Department of Energy  
Federal Energy and Water Management Awards**

**I. Period Of Eligibility**

The 2004 awards recognize achievements completed during Fiscal Year 2003.

**II. Background**

a. The Secretary of the Army Energy and Water Management Awards and the Department of Energy (DOE) Federal Energy and Water Management Awards recognize and reward exceptional performance in implementing Executive Order 13123.

b. The Secretary of the Army Energy and Water Management Awards program was established in 1978 to promote energy conservation by recognizing achievements of the Active Army, Army National Guard, and Army Reserve. Nominations will be prepared as detailed below in paragraphs III – V.

c. The DOE Federal Energy and Water Management Awards program recognizes outstanding performance and accomplishments in the areas of energy efficiency, emerging technologies, renewable energy, water conservation, alternative financing, energy-efficient mobility, and cost-beneficial landscaping. Awards are presented to Federal agencies, groups and individuals that show exemplary energy and water management leadership. Nominations will be prepared as detailed below in paragraph VI.

d. Nominations for both awards (hard and electronic copy) will be submitted through HQ IMA to reach OACSIM, ATTN: DAIM-FDF-UE (David N. Purcell) not later than 31 Mar 04.

**III. Secretary of the Army Energy and Water Management Award - *Information***

a. Regions will solicit nominations from their installations. Each Region will review nominations and submit the one they consider to be most competitive in each category to HQ IMA for review and consolidation. Nominations must comply with the narrative format as described below. HQDA will conduct onsite evaluations of the nominations. During the onsite evaluations, the nominee will conduct an in-brief for the evaluator(s) and appropriate command representatives on the installation energy program, conduct a tour of various areas on the installation that reflect energy program achievements, and present an out brief to the evaluator(s) and appropriate command representatives. Based on the results of the site visits, HQDA will recommend winners to the Secretary of the Army for approval in June 2004.

b. The National Guard Bureau (NGB) will evaluate the nominations submitted by the

States and recommend a maximum of three NGB winners for the Secretary of the Army Energy and Water Management Award. For nomination purposes, the National Guard Bureau (NGB) is considered to be a Region and each State is considered to be an installation.

c. The U.S. Army Reserve Command (USARC) will evaluate and recommend a maximum of three Army Reserve Installations for the Secretary of the Army Energy and Water Management Award. For nomination purposes, the U.S. Army Reserve Command (USARC) and Regional Support Commands (RSCs) worldwide are considered to be one Region.

#### **IV. Secretary of the Army Energy & Water Management Awards - *Nomination Procedures***

a. Each nomination consists of a cover page (2 pages attached) and a narrative not to exceed four pages for a total of six pages. Supplemental material, such as photographs or relevant documentation, may be appended. The cover page contains the following information:

(1) Award category: Nominations should demonstrate outstanding performance in one of the six following categories:

- *Energy Efficiency & Energy Management* - The improvement in facility energy efficiency or reduction in facility energy costs based on identifying and implementing innovative energy conservation techniques, including any use of renewable energy technologies.
- *Innovation and New Technology* - The installation of new, or emerging energy technologies in lieu of a conventional energy technology for the purpose of both reducing overall conventional energy or water costs and establishing a track record for the technology in the Federal sector. New Technologies are defined as technologies that have been commercially available less than 3 years or those technologies that have not significantly penetrated the Federal market. Distributed Energy Resource projects will be considered in this category.
- *Renewable Energy* - This category includes, but is not limited to, photovoltaics, solar thermal, passive solar design, biomass, wind, geothermal heat pumps, and low head hydro dams. Projects would involve the implementation of renewable energy technologies or design concepts (such as principles of solar design) to substitute for or minimize the use of nonrenewable energy sources.
- *Alternative Financing* - The execution and award of an ESPC or utility services agreement at a Federal facility in order to improve the energy use at the facility or reduce the cost of energy and operations.
- *Water Conservation* - The reduction in water use or cost at Federal

facilities by initiating water projects and effective management technologies including, but not limited to plumbing fixtures retrofits, water reclamation and recycling programs, and awareness programs. Also includes Cost-Beneficial Landscape Practices demonstrated at Federal facilities and Federally funded projects which utilize techniques that minimize the adverse effects of landscaping and complement and enhance the local environment.

- *Program Effectiveness* - The improvement in facility energy efficiency or reduction in facility energy costs based on identifying and implementing innovative energy conservation techniques, including any use of renewable energy technologies.

(2) Award type: Individual, Small Group (5 or less individuals), or Installation.

(3) Nominee information: name of installation, title and/or position (for individuals only), e-mail address, complete mailing address, telephone number, and FAX number (DSN and commercial).

(4) Installation POC and Nominator information (if different): name, title and/or position, email address, complete mailing address, telephone number, and FAX number (DSN and commercial).

(5) A statement as to whether or not nominee has received any other award for this achievement. (This is not an evaluation factor.)

(6) An unclassified summary of the nomination, 75 to 100 words, highlighting the significance of the achievement, suitable for use in an awards presentation.

b. Narrative – the nomination package shall include detailed information on all of the award criteria that apply to the nomination. Write-ups should emphasize installation compliance with Executive Order 13123 and project adherence to Sustainable Design and Development standards. Each Secretary of the Army Award nomination should not exceed four pages (plus cover pages). You may attach supplemental materials such as photographs, charts, graphs, or relevant documentation. AR 11-27, Army Energy Program, 3 February 1997, provides a detailed description of the award and evaluation criteria. Please note that a prerequisite to winning an award includes timely and accurate reporting of one's energy consumption into the Headquarters Redesigned Army DUERS Data System (HQRADDS). In scoring the nomination, evaluators will consider applicable project/program characteristics from the following:

(1) Cost savings – Annual cost savings should be listed and also cost savings should be described by life cycle cost analysis, including initial costs or savings and the present value of life cycle savings (requiring the nomination to state a projection of the useful life of the project(s). Cost savings can include savings accrued through the end of the Fiscal Year).

(2) Energy savings or energy production – Describes annual energy savings

in million Btus, and also a breakdown of which energy resources (fuels) are saved. For renewable energy projects, the type of renewable energy that is used, and the amount of energy that is produced from the renewable source should be included.

(3) Environmental and/or non-energy benefits – Other benefits may include security, emissions, noise, reliability, fuel delivery risks, and any other innovative benefits which can be described quantitatively in this nomination.

(4) Awareness and outreach activities – The objectives of the communication strategy and the number of people you expect to reach with the awareness program.

(5) Creative or innovative aspects – Describe any project innovations such as ways of overcoming barriers or new technologies or processes utilized in the project, including sustainable design and development principles.

(6) Transferability of technologies, best practices, applications, and strategies. Present any argument describing the breadth of applicability, and describing any efforts made to promulgate practices, applications, or strategies to other projects.

(7) Integration/thoroughness of activities – Describe efforts to ensure the project has a lasting impact on the facility, demonstrates leadership in fostering promotion of energy and water management projects, and to expand the savings to other facilities.

(8) Adequacy and reliability of the information – Describe how project information included in the nomination was determined. Cite references or provide supporting documentation for energy and cost savings.

**V. Secretary of the Army Energy and Water Management Award - Evaluation Criteria (per Army Regulation 11-27, Army Energy Program, 3 February 1997)**

**VI. DOE Federal Energy and Water Management Awards**

a. Criteria and nomination guidelines for the 2004 Federal Energy and Water Management Awards will be made available in mid-February 2004 and published on the FEMP web site at [http://www.eere.energy.gov/femp/prodtech/fedenergy\\_awards.html](http://www.eere.energy.gov/femp/prodtech/fedenergy_awards.html).

b. Energy managers should begin preparing their FEMP nominations in anticipation of only minor changes to the 2003 criteria currently shown on the above referenced web site. HQDA will evaluate nominations and select individuals, small groups, and organizations for submission to the DOE for consideration.

**26<sup>th</sup> ANNUAL SECRETARY OF THE ARMY  
ENERGY AND WATER MANAGEMENT AWARDS  
2004 NOMINATION COVER SHEET**

Please complete ALL sections. Nomination will be considered incomplete without this form.

**AWARD CATEGORY** (Choose only one)

- Energy Efficiency/Energy Management
- Renewable Energy
- Water Conservation
- Alternative Financing Project
- Innovative/New Technology
- Program Effectiveness

**AWARD TYPE** (Choose only one)

- Individual
- Small Group\*
- Installation

\*Small Group consists on no more  
Than **five (5)** individuals

**PROJECT NAME:** \_\_\_\_\_

**INSTALLATION:** \_\_\_\_\_

**NOMINEE INFORMATION:** (If organization, please list name of contact person at organization facility. If small group, please list each individual group member name, address, e-mail, and phone number on separate sheet.)

Name:  
Title/Position:  
Address:  
Comm Phone No.  
DSN  
Fax No  
E-Mail:  
Name of Nominee's Supervisor:

**INSTALLATION CONTACT POINT**

Name:  
Title/Position:  
  
Address:  
  
  
Phone No:  
Fax No:

**NOMINATOR INFORMATION**

Name:  
Title/Position:  
  
Address:  
  
  
Phone No:  
Fax No:

Nominator Signature:  
\_\_\_\_\_

**PROJECT NAME:**

Did this project receive an award in FY 2003? (If yes, this same project cannot win in FY 2004)

Yes     No

Total Energy Cost Saved in FY 2003:    \$ \_\_\_\_\_ (if applicable)

Total Btu's Saved in FY 2003:                    \_\_\_\_\_ (if applicable)

**SUMMARY OF NOMINATION:** (An unclassified summary of the nomination, 75 to 100 words, highlighting the significance of the achievement, suitable for use in an awards presentation)

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**SUPERVISOR SIGNATURE/APPROVAL**

\_\_\_\_\_  
Name of Supervisor

# 2004 FEDERAL ENERGY AND WATER MANAGEMENT AWARDS COVER SHEET FOR AWARD NOMINATION

Please complete ALL sections. Nomination will be considered incomplete without this form.

**AWARD CATEGORY** (Please choose one)

- Energy Efficiency/Energy Management
- Renewable Energy
- Sustainability
- Water Conservation (includes beneficial landscaping)
- Energy-Efficient Mobility
- Energy Security and Reliability
- Exceptional Service Award

**AWARD TYPE** (choose only one)

- Individual
- Small Group\*
- Organization

\*Small Group consists of no more than  
**five (5)** individuals

**PROJECT NAME:** \_\_\_\_\_

**FEDERAL AGENCY:** \_\_\_\_\_

**NOMINEE INFORMATION** (If organization, please list name of contact person at organization facility. If small group, please list each individual group member name, address, e-mail, and phone number on separate sheet.)

Name:

Title/Position:

Address:

Commercial Phone

Fax No.:

E-Mail:

**FEDERAL AGENCY CONTACT POINT**

Name: David N. Purcell  
Title/Position: Energy Program Manager  
Address: HQDA, OACSIM  
ATTN: DAIM-FDF-UE  
600 Army Pentagon  
Washington, DC 20310-0600  
Phone No: (703) 601-0371  
Fax No: (703) 601-0545

**NOMINATOR INFORMATION**

Name:  
Title/Position:  
Address:

Phone No:  
Fax No:

Nominator Signature:  
  
\_\_\_\_\_

**PROJECT NAME:**

Did this project receive a Federal Energy and Water Management Award at the 2003 Ceremony? (If yes, this project cannot win an award in 2004.) Yes    No

Total Energy Cost Saved in FY 2003:    \$ \_\_\_\_\_ (if applicable)

Total Btu's Saved in FY 2003:                    \_\_\_\_\_ (if applicable)

**SUMMARY OF NOMINATION** (no more than 100 words)

**SUPERVISOR SIGNATURE/APPROVAL**

\_\_\_\_\_  
Name of Supervisor