

Defense Logistics Agency



Instruction 4101
September 15, 2009
DES-E

Environmental Awards

References: Refer to [Enclosure 1](#).

1. **PURPOSE.** DLA uses the Environmental Awards Program to recognize our top performers in the environmental functional area, and to highlight to our customers and communities our commitment to environmental stewardship.

2. **APPLICABILITY.**

a. This DLA Instruction applies to DLA Enterprise Support (DES), DLA Primary Level Field Activities (PLFAs) (e.g., supply centers, energy support center, distribution centers, reutilization & marketing service), and Service Activities (e.g., Defense National Stockpile Center, DLA Europe); as required by on-site environmental activities and tenant/host agreements.

b. The term Field Activities (FAs) will be used throughout this instruction to represent DES, PLFAs, and Service Activities. The PLFAs include DLA's permitted locations (i.e., Richmond, Columbus, Susquehanna, Sharpe, Tracy).

3. **POLICY.**

a. DLA's policy is to nominate, each year, qualified individuals, teams, and installations to compete for the Secretary of Defense Environmental Awards, the White House Closing the Circle Awards, and other nationally recognized awards (e.g., Environmental Protection Agency Stratospheric Ozone Protection Awards, Virginia Governor's Defense Environmental Partnership Eagle Award). Nomination packages must be completed according to the nomination criteria and meet submission deadlines. DLA policy is to present the DLA Environmental Award each year.

b. FAs must submit quality nominations to DES-E for review in accordance with established timelines for each award.

c. FAs will not submit any nomination packages directly to the DOD or other Federal officials without prior submission to DES-E for review and approval.

d. DES-E will publicize the Environmental Awards Program to increase participation across DLA.

e. DES-E may develop and implement new awards, as appropriate, to emphasize specific elements of the DLA Environmental Program, and to recognize superior efforts and results in those areas.

4. RESPONSIBILITIES.

a. DES-E notifies FAs of award criteria and nomination period.

b. FAs develop and submit nomination packages to DES-E.

c. DES-E evaluates the nomination packages for completeness and content against the nomination criteria, and returns incomplete packages to FAs for revision.

d. DES-E finalizes package(s) with FAs and forwards selected package(s) to appropriate office(s).

e. The DES-E Staff Director selects, or may form a panel of judges to help select, the DLA Environmental Award winner(s).

f. DES-E arranges for award presentation (e.g., DLA Annual Recognition Program Ceremony).

5. PROCEDURES.

a. Upon receipt of the calls for nomination, DES-E initiates the Environmental Awards process. The Secretary of Defense Environmental Award nomination letter is normally received in November with nominations due in late February. The White House Closing the Circle Award nomination period usually opens in early December and closes in late January. DES-E notifies the FAs that nominations are being accepted, provides them information on the criteria for selection, and establishes the nomination submission timeline to ensure adequate time for DES-E review and coordination. DES-E also suggests product or service innovations or success stories that might qualify for an award.

b. FAs develop nomination packages highlighting significant accomplishments and innovations in accordance with the award criteria. FAs submit nomination packages to DES-E in accordance with established timelines.

c. DES E reviews each nomination package received prior to the established timeline, and returns incomplete or unsatisfactory packages to the submitting FAs for revision. Subject to nomination criteria, DES-E evaluates each package and selects the best qualified package(s) to compete for the Secretary of Defense Environmental Award and the Closing the Circle Award, as appropriate, and these become DLA's official submissions.

d. DES-E performs a quality review of the nomination package(s) and coordinates final revisions with the FAs. DES-E submits the final package(s) to the requesting office in accordance with the guidance calling for nominations.

e. All qualified nominations for either the Secretary of Defense Environmental Award, the Closing the Circle Award programs are considered for the DLA Environmental Award. In addition, packages prepared for other purposes and award programs (e.g., Environmental Protection Agency Stratospheric Ozone Protection Awards, Virginia Governor's Defense Environmental Partnership Eagle Award) may also be considered or additional nominations may be solicited. The DES-E Staff Director selects or may form a panel of judges who review all complete nomination packages submitted for the Secretary of Defense Environmental Award and Closing the Circle Award and any others, as appropriate. Each package is evaluated and scored by each panel member. Results are tabulated, and the highest total score is the winner. Final approval is made by the DES-E Staff Director, or designee.

f. DES-E makes arrangements for DLA winners to participate in the DLA Annual Recognition Program Ceremony or other presentation ceremonies, as appropriate.

6. EFFECTIVE DATE: September 27, 2004

Director, DLA Enterprise Support

Enclosure

Enclosure 1
References

1. Resource Conservation and Recovery Act (RCRA) Section 6002 Title 40, Code of Federal Regulations Parts 240 - 249, (See <http://www.epa.gov/epahome/cfr40.htm>.) Requires promotion program for affirmative procurement.
2. Executive Order No. 13423, 72 Federal Register 3919 (2007), Strengthening Federal Environmental, Energy, and Transportation Management. Revokes Executive Orders 13101, 13123, 13134, 13148 and 13149. Requires agencies to establish leadership awards to recognize outstanding environmental, energy, or transportation management performance (sec 3). (See <http://www.ofee.gov>.)
3. DOD Directive 4715.1E, Environmental Safety and Occupational Health (March 19, 2005), <https://www.denix.osd.mil/denix/Public/Policy/policy.html>.