

Develop Environmental Award Nomination Packages

(Chief of Naval Operation, Air Force, Secretary of Navy, Secretary of Defense, U.S. Forces Japan, Etc.)

1) Cultural Resources Individual/Team Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature.

2) Natural Resources Individual/Team Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature.

3) Environmental Quality Individual/Team Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature.

4) Environmental Quality Installation Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature.

5) Cultural Resources Installation Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature.

6) Natural Resources Installation Award

- (1) Review requirements of the award nomination package and develop an outline of the requirements.
- (2) Develop a detailed list of accomplishments throughout the award period by conducting interviews and reading documentation.
- (3) Take/compile pictures that represent accomplishments and develop photo credit write-up with footnote description that can be incorporated within the award package.
- (4) Accomplish the write-up of the award packages putting everything in the required format into the final document, to include photo density, award summary, etc..
- (5) Accomplish transmittal letter along with finalized color copies and coordinate for signature .