



COMDTINST 5090.5C

2 MAY 2013

COMMANDANT INSTRUCTION 5090.5C

Subj: SUSTAINABILITY, ENERGY, AND ENVIRONMENTAL READINESS (SEER)  
AWARDS PROGRAM

Ref: (a) Commandant’s Sustainability, Environmental, and Energy Policy Statement  
(b) Coast Guard Operational Sustainability Performance Plan  
(c) Coast Guard Financial Resources Management Manual, COMDTINST M7100.3  
(series)

1. PURPOSE. This Instruction revises categories and awards program titles for an existing Coast Guard program that recognizes significant contributions in the areas of energy and environmental management by Coast Guard units, individuals, and teams, afloat and ashore.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. The Coast Guard Environmental Sustainability Awards Program, COMDTINST 5090.5B, is canceled.
4. DISTRIBUTION. No Paper Distribution will be made of this Instruction. To view this Instruction or other unclassified directives visit the Coast Guard Directives System Intranet site at: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm> and CG Portal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>, or the Internet site: <http://www.uscg.mil/directives>.
5. DISCUSSION.
  - a. The Coast Guard is committed to proactive environmental and energy management programs that fully support compliance with environmental and energy laws and regulations, result in tangible and measurable benefits to our natural environment, and allow for efficient operations.

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NON-STANDARD DISTRIBUTION:

This Instruction expands the previously existing Coast Guard environmental awards program to address increasing emphasis on energy and reflect elements of Executive Order (E.O.) 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*, issued in October 2009. Many individuals and units, ashore and afloat, are identifying and implementing innovative environmental and energy initiatives through their own endeavors, education, experience and motivation. As reflected in references (a) and (b), this awards program recognizes those units and individuals that demonstrate superior performance in their dedication to sustainability, environmental, and energy programs.

- b. **Commanding Officer's Environmental Responsibility.** Reference (a) is the Commandant's Sustainability, Environmental, and Energy Policy Statement. The Policy Statement emphasizes recognition of Coast Guard environmental and energy responsibilities, and the variety of pollution prevention, resource protection, compliance, energy efficiency, renewable energy, water conservation, and sustainable measures with which Coast Guard units must comply. Reference (b) is the Coast Guard Operational Sustainability Performance Plan which prioritizes Coast Guard actions for meeting the requirements of E.O. 13514.

6. PROCEDURES.

- a. **SEER Awards Program.** The awards program annually recognizes Coast Guard programs and individuals and teams assigned to both afloat and ashore units, for superior performance in environmental and energy management.
- b. **Nomination Package.** The nomination package will consist of the following components. Samples of these components can be found in enclosure (1).
  - (1) Cover memo from the commanding officer or officer-in-charge.
  - (2) Contact information.
  - (3) Narrative description and to the extent they are necessary, supplementary or explanatory graphics or photos.
- c. **Submission.** Unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall submit all nomination packages to the Office of Energy Management (CG-46) and/or Office of Environmental Management (CG-47). SEER Awards will honor contributions achieved during the previous fiscal year. These nominations may also be eligible for the Department of Homeland Security Sustainable Practices Awards solicited each April. The areas of excellence provided in enclosure (1) do not represent an exclusive list and are merely provided to encourage nominees to consider their entire range of environmental and energy management endeavors. Nominations that go beyond these brief descriptions will also be considered during the judging process.
- d. **Selection Process.** A review panel of subject and program matter experts formed by the Coast Guard Sustainability, Energy, and Environmental Readiness Council will evaluate award nominations. Units, individuals, and teams chosen for the awards will be announced by ALCOAST. Nominators are encouraged to contact the Office of Environmental Management (CG-47) at (202)475-5691, for examples of winning nominations.

- e. **Recognition.** SEER Awards are honorary and consist of informal recognition, as authorized by Chapter 5.K.1.b of reference (c). The Assistant Commandant for Engineering and Logistics (CG-4), the Operating Administration Environmental Executive, and Operating Energy Executive will recognize the award winners with a plaque and flag letter. Winners will be announced each year via ALCOAST. The Coast Guard Office of Environmental Management (CG-47) shall maintain the administrative record for all SEER awards.
7. **MAJOR CHANGES.** Major changes to this awards program include the introduction of energy and environmental tracks and an overall sustainability award.
8. **DISCLAIMER.** This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
9. **RECORDS MANAGEMENT CONSIDERATIONS.**
  - a. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. §§ 3101 *et seq.*, National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
  - b. The Office of Energy Management (CG-46) and/or Office of Environmental Management (CG-47) will maintain the records of applications and awards in alignment with the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
10. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
  - a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
  - b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental

laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

11. FORMS/REPORTS. None.

R. J. RÁBAGO/s/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for  
Engineering and Logistics

Encl: (1) U.S. Coast Guard Sustainability, Energy and Environmental Readiness (SEER)  
Awards Nomination and Criteria Guidelines

**U.S. COAST GUARD SUSTAINABILITY, ENERGY, AND ENVIRONMENTAL READINESS (SEER) AWARDS NOMINATION AND CRITERIA GUIDELINES**

**1. AWARD OPPORTUNITIES: CLASSIFICATIONS**

The following table represents award opportunities recognized by the Coast Guard SEER Awards program. One award recipient will be selected from each of the four classifications (individual, small unit, large unit, and team) representing the environmental and energy tracks for a total of eight (8) awards. An overall sustainability award recipient will be selected from these eight (8) categories by the selection panel for a final aggregate of nine (9) awards.

<b>Environmental Track</b>	<b>Energy Track</b>
<p><b>Individual – Afloat/Ashore</b>                      This award recognizes an <b>individual</b> who has made outstanding contributions in one or more of the following: compliance; green procurement; pollution prevention; environmental planning/NEPA; recycling; natural resources protection and management; historic, archeological, and cultural resources management; prevention/remediation of environmental damage; environmental management systems; best practices in environmental sustainability.  <b>Eligibility:</b>                      Individual must be active-duty, reservist, or civilian employee. Contract employees are not eligible for the individual award.</p>	<p><b>Individual – Afloat/Ashore</b>                      This award recognizes an <b>individual</b> who has made outstanding contributions in one or more of the following: energy efficiency; water conservation; fuel conservation; green procurement; renewable energy, energy outreach; sustainable design; GHG emissions reduction; best practices in energy sustainability.  <b>Eligibility:</b>                      Individual must be active-duty, reservist, or civilian employee. Contract employees are not eligible for the individual award.</p>
<p><b>Small Unit – Afloat/Ashore</b>                      This award recognizes a <b>small unit</b> that has made outstanding contributions in one or more of the following: compliance; green procurement; pollution prevention; environmental planning/NEPA; recycling; natural resources protection and management; historic, archeological and cultural resources management; prevention/remediation of environmental damage; environmental management systems; best practices in environmental sustainability.  <b>Eligibility:</b>                      Small units are defined as locations or vessels that operate under the following Command structure:                      Ashore - CO or OIC billet is O-5 and below.                      Afloat - CO or OIC billet is O-4 and below.                      Small unit nominations may consist of active-duty, reservist, or civilian employees.</p>	<p><b>Small Unit – Afloat/Ashore</b>                      This award recognizes a <b>small unit</b> that has made outstanding contributions in one or more of the following: energy efficiency; water conservation; fuel conservation; green procurement; renewable energy, energy outreach; sustainable design; GHG emissions reduction; best practices in energy sustainability.  <b>Eligibility:</b>                      Small units are defined as locations or vessels that operate under the following Command structure:                      Ashore - CO or OIC billet is O-5 and below.                      Afloat - CO or OIC billet is O-4 and below.                      Small unit nominations may consist of active-duty, reservist, civilian, or contract employees.</p>

**Classifications Continued on Next Page**

Environmental Track Continued	Energy Track Continued
<p><b>Large Unit – Afloat/Ashore</b>                      This award recognizes a <b>large unit</b> that has made outstanding contributions in one or more of the following: compliance; green procurement; pollution prevention; environmental planning/NEPA; recycling; natural resources protection and management; historic, archeological and cultural resources management; prevention/remediation of environmental damage; environmental management systems; best practices in environmental sustainability.</p> <p><b>Eligibility:</b>                      Large units are defined as locations or vessels that operate under the following Command structure:                      Ashore - CO billet is O-6.                      Afloat - CO billet is O-5 or O-6.                      Large unit nominations may consist of active-duty, reservist, or civilian employees.</p>	<p><b>Large Unit – Afloat/Ashore</b>                      This award recognizes a <b>large unit</b> that has made outstanding contributions in one or more of the following: energy efficiency; water conservation; fuel conservation; green procurement; renewable energy, energy outreach; sustainable design; GHG emissions reduction; best practices in energy sustainability.</p> <p><b>Eligibility:</b>                      Large units are defined as locations or vessels that operate under the following Command structure:                      Ashore - CO billet is O-6.                      Afloat - CO billet is O-5 or O-6.                      Large unit nominations may consist of active-duty, reservist, civilian, or contract employees.</p>
<p><b>Team – Afloat/Ashore</b>                      This award recognizes a <b>team</b> that has made outstanding contributions in one or more of the following: compliance; green procurement; pollution prevention; environmental planning/NEPA; recycling; natural resources protection and management; historic, archeological and cultural resources management; prevention/remediation of environmental damage; environmental management systems; best practices in environmental sustainability.</p> <p><b>Eligibility:</b>                      Teams may transect locations, units, or AOR.                      Team nominations may consist of active-duty, reservist, or civilian employees.</p>	<p><b>Team – Afloat/Ashore</b>                      This award recognizes a <b>team</b> that has made outstanding contributions in one or more of the following: energy efficiency; water conservation; fuel conservation; green procurement; renewable energy, energy outreach; sustainable design; GHG emissions reduction; best practices in energy sustainability.</p> <p><b>Eligibility:</b>                      Teams may transect locations, units, or AOR.                      Team nominations may consist of active-duty, reservist, civilian, or contract employees.</p>

**SEER Awards Selection Committee Will Decide The Following Award:**

**Overall Sustainability Award**

This designation recognizes one overall award recipient from the environmental and energy tracks that represents outstanding achievements above and beyond all winning nominations.

**This award will be decided by the award selection panel and is not open for direct nomination.**

**2. AWARD OPPORTUNITIES: AREAS OF EXCELLENCE/CATEGORIES**

The Coast Guard SEER Awards will recognize Coast Guard individuals, small units, large units, and teams—both afloat and ashore—who have made significant achievements in environmental or energy management in at least one of the following areas of excellence. Nominations may include several categories within one

track. Nominations that include areas of excellence from both environmental and energy tracks should select a track preference that reflects the majority of subject nomination.

### Environmental Track – Areas of Excellence

Ashore	Afloat
<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Demonstrated method of achieving and/or maintaining compliance with applicable federal, state, and international requirements.</li> <li>• Proven decision-making and management commitment that anticipates environmental risk, exposure, or impact on operational needs, such as diesel engine limitations.</li> <li>• Education and outreach, promoting awareness by training personnel in plume opacity, hazmat disposal, recordkeeping.</li> </ul>	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Demonstrated method of achieving and/or maintaining compliance with applicable federal, state, and international requirements.</li> <li>• Proven decision-making and management commitment that anticipates environmental risk, exposure, or impact on operational needs, such as diesel engine limitations.</li> <li>• Education and outreach, promoting awareness by training personnel in plume opacity, hazmat disposal, recordkeeping.</li> </ul>
<p><b>Green Procurement</b></p> <ul style="list-style-type: none"> <li>• Procurement of recovered-content EPA designated products.</li> <li>• Procurement of environmentally preferable products including bio-based.</li> </ul>	<p><b>Green Procurement</b></p> <ul style="list-style-type: none"> <li>• Procurement of recovered-content EPA designated products.</li> <li>• Procurement of environmentally preferable products including bio-based.</li> </ul>
<p><b>Waste/pollution prevention</b></p> <ul style="list-style-type: none"> <li>• Reduce use to control procurement and inventory.</li> <li>• Ensure continuous compliance with regulatory requirements.</li> <li>• Education and outreach effort to promote unit awareness.</li> </ul>	<p><b>Waste/pollution prevention</b></p> <ul style="list-style-type: none"> <li>• Reduce use to control procurement and inventory.</li> <li>• Ensure continuous compliance with regulatory requirements.</li> <li>• Education and outreach effort to promote unit awareness.</li> </ul>
<p><b>Environmental Planning/NEPA</b></p> <ul style="list-style-type: none"> <li>• NEPA incorporated early in planning process for construction/renovation.</li> <li>• Analysis of proposals and decision-making well executed.</li> <li>• Coordinate with stakeholders such as trainers responsible for nominee’s mission execution, with cost/time savings for project.</li> <li>• Documentation includes excellent descriptions, brevity and readability.</li> <li>• Education and outreach via direct participation in NEPA training, reflects changes/revisions and sharing of information.</li> <li>• Excellence in interaction with government, Indian tribes, and public.</li> <li>• Transparency throughout program.</li> </ul>	<p><b>Environmental Planning/NEPA</b></p> <ul style="list-style-type: none"> <li>• NEPA incorporated early in planning process for construction/renovation.</li> <li>• Analysis of proposals and decision-making well executed.</li> <li>• Coordinate with stakeholders such as trainers responsible for nominee’s mission execution, with cost/time savings for project.</li> <li>• Documentation includes excellent descriptions, brevity and readability.</li> <li>• Education and outreach via direct participation in NEPA training, reflects changes/revisions and sharing of information.</li> <li>• Excellence in interaction with government, Indian tribes, and public.</li> <li>• Transparency throughout program.</li> </ul>

**Recycling**

- Creative use of Qualified Recycling Program.
- Recycling beyond the QRP.
- Innovative reduction, reuse, and recycling practices.
- Increased education and outreach.

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**Ashore (Continued)**

**Natural Resources Protection and Management**

- Demonstrated environmental stewardship pursuant to guidance.
- Timely response to disturbances to land mass, wetlands and innovative techniques and processes.
- Education and outreach to assist other units, promoting local awareness, facilitating partnerships.

**Historic, Archeological and Cultural Resources Management**

- Enhance awareness and appreciation of artifacts and sites of importance and show costs avoided, obstacles overcome.
- Develop Institutional Cultural Resources Management Plan.
- Coordination with other operations of range sustainment, construction, flight ops, conservation.
- Demonstrate improved education of personnel, partnerships with the community, and control of access to cultural/historical sites.

**Prevention/Remediation of Environmental Damage**

- Control source of damage, recover maximum quantity of materials spilled, ensure facility response/SPCC plans are fully executed.
- Set up at optimal shore locations, position platforms optimally to maximize recovery and minimize ecological damage, take innovative action.
- Promote unit awareness via training, facilitate partnerships with industry and community.

**Environmental Management Systems**

- System goes beyond requirements.
- Expanded training in compliance, including green purchasing.
- Embedded agreements in host-tenant GSA relations.
- Innovative techniques and process changes.

**Afloat (Continued)**

**Natural Resources Protection and Management**

- Demonstrated environmental stewardship pursuant to guidance.
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**Environmental Management Systems**

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- Embedded agreements in host-tenant GSA relations.
- Innovative techniques and process changes.

**Best Practices in Sustainability**

- Measured reductions in landfill use.
- Comprehensive stormwater management.
- Less materials use including raw materials, maximized reuse.
- Less waste production, elimination of some waste streams and reduced disposal rates on and off of site.

**Best Practices in Sustainability**

- Measured reductions in landfill use.
- Comprehensive stormwater management.
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- Less waste production, elimination of some waste streams and reduced disposal rates on and off of site.

**Energy Track – Areas of Excellence**

**Ashore**

**Energy Efficiency**

- Review unit energy audits/GHG reports and unit’s energy purchase history (fuel and electrical and water utilities), via Commandant (CG-46) website and FINCEN’s WINS UTS application.
- Performed retrofits on or replaced inefficient equipment.
- Made changes or adjustments to operation standards in order to improve energy efficiency.
- Performed an energy audit to identify areas of poor energy performance.
- Facilitated M&V work to optimize equipment performance and minimize energy consumption.
- Deploy advanced meters and a building management system to minimize and monitor energy consumption.

**Water Conservation**

- Replace old fixtures with new low flow fixtures.
- Perform a leak detection survey.
- Re-landscape for low use by using xeriscaping or gray water recycling.
- Deploy an innovative technique to reduce water use.

**Fuel Conservation**

- Supplement oil heating with a secondary, renewable source.
- Improve fuel inventory management and minimize fuel waste.
- Fuel use accountability policy is developed and deployed to assure fuel is being used efficiently.

**Green Procurement**

- Procurement of Energy Star and Water Sense

**Afloat**

**Energy Efficiency**

- Review asset energy audits/GHG reports and unit’s energy purchase history (fuel and electrical and water utilities), via Commandant (CG-46) website and FINCEN’s WINS UTS application.
- Performed retrofits on or replaced inefficient equipment (IAW Product Line/SFLC/AFLC guidance).
- Made changes or adjustments to operation standards in order to improve energy efficiency (e.g. lowered hot water heater setting during summer while maintaining manufactures recommended range, or recommended edits to operating procedures that save energy without equipment or asset risks).
- Optimized equipment performance to minimize energy consumption (e.g. when moored, lowered mid-day peak demand utility invoice charges).
- Analyzed energy consumption and used information to minimize and monitor energy consumption.
- Established a unit Energy Management Steering Group and utilized it for significant energy savings.

**Fuel Conservation**

- Improved (and documented) fuel efficiency through changes in tactical vehicle operation (e.g. voyage planning).
- Improved fuel inventory management and minimized the cost of fuel waste/disposal.

**Green Procurement**

- Procurement of Energy Star and Water Sense rated products.

**Energy Outreach**

- Created an outreach program to educate unit

- rated products.
- Procurement of recovered-content building materials for new buildings or renovations.
- Procure systems that will work together effectively and tie into buildings management system.

- crewmembers and their families regarding energy stewardship on and off duty.
- Create and implement an energy conservation marketing plan.
- Utilize innovative techniques to cause behavioral changes in unit members and/or families in CG housing.

<b>Ashore (Continued)</b>
<p><b>Renewable Energy</b></p> <ul style="list-style-type: none"> <li>• Innovative deployment of renewable energy technology.</li> <li>• Fund a variety of small renewable energy projects through existing budget.</li> <li>• Develop renewable energy projects to submit for funding.</li> </ul>
<p><b>Energy Outreach</b></p> <ul style="list-style-type: none"> <li>• Create an outreach program to reach base/unit residents.</li> <li>• Create and implement an energy conservation marketing plan.</li> <li>• Utilize innovative techniques to cause behavioral changes in occupants.</li> </ul>
<p><b>Sustainable Design</b></p> <ul style="list-style-type: none"> <li>• Implement High Performance Sustainable Building design standards from the beginning of the design process.</li> <li>• Design to and receive LEED certification</li> <li>• Utilize new technology to reach near-net-zero energy.</li> <li>• Integrate multiple new or retrofit designs to reach mutual or compounding energy savings.</li> </ul>
<p><b>Reduce GHG Emissions</b></p> <ul style="list-style-type: none"> <li>• Minimize commuting by deploying a ride share or similar program or teleworking schedule.</li> <li>• Minimize waste through effective recycling programs.</li> </ul>

<b>Afloat (Continued)</b>
<p><b>Reduce GHG Emissions</b></p> <ul style="list-style-type: none"> <li>• Minimize commuting during inport/non-deployment periods by deploying a ride share or similar program.</li> <li>• Minimize waste through effective recycling programs.</li> </ul>

**3. NOMINATION GUIDELINES: COMPONENTS**

Coast Guard SEER Awards nominations shall consist of the following components. All components must be included in order for a nomination to be considered complete and eligible for consideration:

- a. **Sample Cover Memorandum.** See page 7 of this Enclosure.
- b. **Nomination Contact Information.** See page 8 of this Enclosure.
- c. **Nomination Written Narrative.** See page 8 of this Enclosure.



Unit  
United States Coast Guard

xx  
xx  
Staff Symbol: XX-XX  
Phone: (XXX)XXX-XXXX  
Fax: (XXX)XXX-XXXX

5090

Date

## SAMPLE MEMORANDUM

From: XXXX

Rely to  
Attn of: XXXX

To: K. Malmberg  
Commandant (CG-47)

Thru: xxxxxxxx

Subj: SUSTAINABILITY, ENERGY, AND ENVIRONMENTAL READINESS AWARDS  
NOMINATION

Ref: (a)Sustainability, Energy, and Environmental Readiness (SEER) Awards Program,  
COMDINST 5090.5 (series)

1. Per reference (a), I am pleased to nominate (enter name here) for the U.S. Coast Guard Sustainability, Energy, and Environmental Readiness Awards (enter classification and track here).
2. Provide a brief summary not to exceed 200 words highlighting actions and achievements.

#

Enclosures: (1) xxxxxxxxxxxxxxx

Copy:

## NOMINATION INFORMATION: U.S. COAST GUARD SEER AWARDS

**Please provide the following information with your written narrative.**

**Track.** Enter environmental or energy track

**Category.** Enter individual, small unit, large unit, or team, and ashore or afloat designation

### Nominated Individual, Small Unit, Large Unit, or Team

**Nominee.** Provide name, rank/grade

**Nominee.** Provide unit name

**Nominee Address.** Provide address, city, state, and zip code

**Nominee Phone.** Provide phone with area code (xxx)xxx-xxxx

**Nominee Email.** Provide email

### Nominator.

**Nominator.** Provide name, rank/grade

**Nominator.** Provide unit name

**Nominator Address.** Provide address, city, state, and zip code

**Nominator Phone.** Provide phone with area code (xxx)xxx-xxxx

**Nominator Email.** Provide email

### Point of Contact for Questions Regarding Nomination

**POC Name.** Provide name, rank/grade

**POC Unit.** Provide unit name

**POC Address.** Provide address, city, state, and zip code

**POC Phone.** Provide phone with area code (xxx)xxx-xxxx

**POC Email.** Provide email

## WRITTEN NARRATIVE: U.S. COAST GUARD SEER AWARDS

1. **UNIT BACKGROUND.** 300 words or less
  - a. **Ashore.** Describe the mission, number of personnel, total acreage, and the environmental, geographical, and community setting.
  - b. **Afloat.** Describe the crew's mission, crew size, homeport, and reference its AOR.
2. **PRIMARY NARRATIVE.** Use 12-point font, double-spacing and 1-inch margins. Written narrative should not exceed SIX (6) pages. Extra pages will be deleted.
  - a. The narrative should describe the activities and accomplishments of the individual, large unit, small unit or team surrounding the applicable "areas of excellence" listed in Section 2 of this Enclosure. In addition, any quantifiable savings data should be included. Impacts to improved efficacy of mission support and execution will also be recognized.
  - b. Nominations for the same project or program will not be considered if awarded the prior year. However, to promote a spirit of innovation, nominations that demonstrate sizeable improvements as a result of innovative application of new techniques to the existing project and/or program will

be considered. Energy Savings Performance Contracts and Utility Energy Service Contracts projects must demonstrate innovation outside of standard improvements.

- 3. **SUPPLEMENTAL GRAPHICS.** Supplemental photography and/or graphics, attached as separate documents, may be provided if they directly illustrate or impact the written narrative provided. Attachments should be limited to three (3) total files at one-page each or one image each. Total attachments should be limited to 3MB file size.

<b>SEER Awards Nomination Package Contact Information</b> Contact information will be provided in the SEER Awards solicitation ALCOAST each year.	
<b>Environmental Track Nominations:</b> Commandant, (CG-47) 2100 2nd Street SW Stop 7901 Washington, DC 20593-7901	<b>Energy Track Nominations:</b> Commandant, (CG-46) 2100 2nd Street SW Stop 7901 Washington, DC 20593-7901