



**Joint Base Lewis-McChord
Net Zero Award - Contest #2**

PART 1 – Executive Overview
PART 2 – Implementation Instructions

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PREFACE

The military must improve efficiencies in its use of energy, material, water, air and land resources. We must educate leaders, Soldiers and Airmen, civilians, and family members on Net Zero concepts, demonstrate its benefits, and publicize how it is a force multiplier. Doing so enhances mission capability and resource security, maximizes budgets and improves relationships with local communities.

This Net Zero competition provides a monetary incentive for personnel on JBLM to exhibit more sustainable behaviors—actions that will help save money, protect training lands, and enhance air and water quality in the JBLM community. In addition, it also ensures that the military of tomorrow has the same access to energy, water, air, land and natural resources as we do today.

Net Zero Award Contest #2

15 October, 2013 – 28 February, 2014

Entry into the competition starts with a “Commander’s Pledge” that commits units to simple conservation concepts (that follow JBLM guidelines) to be practiced throughout the competition period. At the conclusion of the competition period, units submit their portion of the evaluation scorecard/worksheet. Supplemental data collection, and analysis will ensue, then scorecards will be calculated and winners announced by early April, 2014.

Registration deadline: 09 October 2013

Commander's Net Zero Pledge

As recognized by the Army Net Zero program, today's fighting force must manage resources to reduce waste and inefficiency. Doing so enhances mission capability and resource security, maximizes budgets and improves relationships with local communities. I, _____
Commander of _____ therefore commit myself and my unit to uphold the principals of Net Zero Energy, Waste, Land, Air and Water by meeting the following actions:

Net Zero Energy

- Develop unit energy program
- Appoint personnel to monitor energy consumption
- Perform end-of-day checks

Net Zero Waste

- Promote recycling and waste reduction
- Comply with sustainable acquisition requirements in procurement practices

Net Zero Land

- Designate personnel to manage unit actions while in training areas to ensure no unauthorized entry into or damage to a restricted area

Net Zero Air

- Appoint personnel to monitor the unit Commute Trip Reduction program
- Prevent all illegal open burning

Net Zero Water

- Establish an individual to monitor water use and water conservation actions
- Promote actions which preserve and protect water resources on JBLM

To meet these actions I will:

- Direct individuals in my organization to receive JBLM's Net Zero training and carry out the actions described herein
- Ensure appointed personnel receive training as described in the award criteria
- Monitor my unit's level of participation with the Net Zero Award program
- Personally communicate the importance of preserving resources in all five areas of Net Zero to personnel under my supervision; I will make this Net Zero pledge my personal responsibility and official duty priority
- Ensure my unit displays Net Zero posters, brochures and special announcements prominently inside all facilities occupied by my organization
- Ensure my unit will engage in this competition fairly and follow the competition rules

Signed: _____ **Date:** _____

Page Two - Commander's Net Zero Pledge

<p>NZ POC: <i>Individual appointed to oversee this Unit's Net Zero Award Actions</i></p>	<p>Name: Email: Phone:</p>
<p>UNIT FUND Number: <i>(Established with DFMWR)</i></p>	<p>#:</p>
<p>UNIT Strength:</p>	

The commander's pledge must be submitted electronically to usarmy.jblm.imcom.list.dpw-edpr@mail.mil by 09 October. Please include "Net Zero Application" in your subject line.

PART 1 – Executive Overview

AWARD ACTIONS

This section provides one-page overviews of the required and elective actions (by area) for the JBLM Net Zero Award. Additional information for each action can be found in Part 2 – Implementation Instructions and the referenced Quick Start Guides.

GENERAL REQUIREMENT ACTIONS

GENERAL PRE-REQUISITES – must be completed prior to the contest period:

1. Establish a unit fund with the JBLM Directorate of Family and Morale, Welfare and Recreation (DFMWR), if not currently established.
2. Designate a member of the unit's leadership to oversee the unit's Net Zero Award actions as Net Zero Primary POC (NZ POC). The Commander or NZ POC may designate additional unit personnel to assist with award actions and fill any supplemental positions mentioned throughout this document.
3. Submit a Net Zero Award pledge signed by the unit Commander, prior to the application deadline of 09 October 2013. The completed Commander's Pledge form serves as the initial application.

GENERAL REQUIREMENTS—must be completed as indicated below in order to continue in the competition process:

4. Have the NZ Primary POC complete one of the JBLM Net Zero training sessions offered by Public Works-Environmental within 30 days of the contest start. The Commander or NZ POC may instruct additional unit personnel to complete the Net Zero training, as appropriate.
5. Within 30 days of the contest start, units must contact the JBLM Directorate of Public Works (DPW) Environmental Division (ED) Environmental Operating Permit (EOP) Program Coordinator to (a) confirm they have a current EOP or (b) establish a new EOP.

For more details, see “Quick Start #1 – General Requirements”

Continue on for the Actions related to Energy, Waste, Land, Air, and Water.

ACTIONS for NET ZERO ENERGY

Introduction: The United States military spends a considerable amount of money each year for natural gas, electricity, and fuel oil to heat, energize, and illuminate facilities on JBLM. The most recent data available show JBLM's total energy expense was \$24 Million per year. This equates to, \$66,000 per day (\$30K/day for electricity, \$36K/day for natural gas). In addition, the production of this energy presents its own hazards and supply concerns. To eliminate waste and improve installation energy security, energy efficient equipment and materials must be utilized and energy conservation actions established. For example:

- Extinguish lights when personnel leave for the day (apart from minimal security lighting)
- Turn off equipment when not in use
- During periods of low occupancy (such as deployments), have unit rear detachment personnel check unit facilities to ensure energy is not wasted

The current JBLM energy goal is to achieve a secured net-zero energy installation by 2020. To achieve this, each organization on JBLM must do their part to help the joint base conserve energy. Unit personnel should therefore be made aware of the JBLM energy conservation program and challenged to demonstrate their commitment toward Net Zero Energy. Specific actions to evaluate each competing unit's Net Zero Energy progress are as follows:

Required Actions:

1. Unit Energy Conservation SOP developed and approved by Unit Leader
2. Within 30 days, appoint Energy Conservation Officer, who then completes train the trainer energy training
3. Within 60 days, appoint one Building Energy Monitor (BEM) per building
4. BEMs perform End-of-Day checks

Elective Actions for Additional Points:

5. Energy Conservation Officer provides energy training to BEMs
6. Promote energy awareness through posters, flyers or other display materials
7. Perform night time energy inspection(s) to reduce energy waste
8. Perform facility audits to identify and remove unapproved space heaters, air conditioning units, old incandescent lamps, personal refrigerators, etc.

For details, see "Quick Start #2 -Net Zero Energy," and Fort Lewis Regulation 11-1.

ACTIONS for NET ZERO WASTE

Introduction: The JBLM Net Zero Waste goal is to dispose of zero garbage by the year 2020. Garbage disposal and recycling currently cost JBLM over \$4.8 million per year and are expected to cost \$50 million over the next ten years. Although garbage disposal costs **twice** as much per ton as recycling, a recent solid waste survey revealed that more than 75% of the refuse in JBLM dumpsters is easily recyclable. Thus, considerable costs can be avoided if JBLM personnel properly separate recyclable materials from refuse. Recycling on JBLM is easy, with user education supported by the Recycling Outreach program. In addition to recycling, further cost reductions can be realized through sustainable acquisition, such as the purchase of recyclable or compostable products.

Required Actions:

1. Within 30 days, the unit Commander must select an individual to sign and be responsible for the unit's refuse and recycling containers at each unit occupied building/location. Selected individual(s) must complete and submit a Recycling and Refuse Customer Service Agreement to the Directorate of Public Works
2. Request and host an Information Briefing (IB) for all assigned personnel regarding the JBLM recycling program. Information Briefing must be scheduled within 30 days and completed within 60 days
3. Monitor unit recycling and refuse disposal activities to ensure only appropriate materials are placed inside the correct bins and that cross contamination is avoided. Penalty points will be assessed to units that fail to resolve container issues
4. Identify unit procurement personnel and ensure sustainable acquisition training
5. Purchase only authorized hazardous materials via authorized sources

Elective Actions for Additional Points:

6. Identify all federally designated sustainable acquisition items purchased by the unit
7. Identify organizational opportunities for procuring environmentally preferable products
8. Implement organizational plans for procuring environmentally preferable products
9. Promote waste reduction/recycling through posters, flyers or other display materials

For more details, see the following Quick Start Guides:

- #3–Recycling
- #4–Sustainable Acquisition Training
- #5–Hazardous Materials
- #6–Identify Sustainable Acquisition Items
- #7–Environmentally Preferable Products (Planning)
- #8–Environmentally Preferable Products (Implementation)

ACTIONS for NET ZERO LAND

Introduction: The United States military relies heavily on large tracts of land readily available for combined arms training. Use of these lands can be lost or reduced if they are misused to the point of irreparably harming federally listed species or their habitat. Any loss or reduction in the quantity or quality of training lands can adversely impact the military mission and is unacceptable when such a loss is due to a unit or an individual's failure to follow procedures. Consequently, all personnel must know and follow the rules of maneuver operations while training on JBLM.

Commanders and senior personnel must regularly monitor their unit activities while conducting training to ensure listed species are not harmed or their habitat damaged. In addition, units must not damage indicated cultural areas. Access to sensitive natural and cultural areas is restricted as noted on the Environmental Coordination Map and/or by Seibert Stakes on the ground. Any unauthorized entry into or damage to a restricted area is referred to as a "breach." Units are required to report any such breach to their Commander and the applicable Range Control /Operations Officer, regardless of who committed the breach.

As part of its Net Zero Land goals, JBLM seeks to attain zero breaches of these restricted areas. Note that breaches of restricted areas are monitored and will be considered heavily in the Net Zero Award evaluation. Indeed, any breach causing damage may disqualify the unit from award consideration during the applicable award period (see the "Disqualifiers" section in Part 2 – Implementation Instructions.)

Specific action to evaluate each competing unit's Net Zero Land progress:

Required Action:

- Within 30 days, designate personnel to manage unit actions while in training areas to ensure no unauthorized entry into or damage to a restricted area

For more details, see Quick Start #9–Net Zero Land

ACTIONS for NET ZERO AIR

Introduction: People on JBLM and in the surrounding communities experience significant traffic congestion from the daily flow of vehicles to and from the installation. JBLM averages 72,000 vehicles inbound through the installation gates each workday which then funnel onto a limited number of secondary roads. The combined effects of thousands of vehicles driven on and off base each day, together with the impacts of open burning, can significantly affect local air quality/air pollution. In addition, all these vehicles contribute to traffic congestion and driver frustration.

Units should therefore consider strategies that reduce trips through the gate without impairment to unit readiness and training operations. Such strategies include use of carpools and vanpools to get to work (“ride sharing”) and use of the JBLM Shuttle Bus on base. The following are key aspects of a ride sharing program:

- Senior leaders encourage unit personnel to reduce trips whenever it does not adversely impact Unit operations
- Participating units receive Commute Trip Reduction (CTR) training and follow the program’s guidelines to the maximum extent deemed acceptable by their Commander
- Unit personnel record and report their unit’s ride share activities as part of the JBLM Commute Trip Reduction program

Units with GSA vehicles that are alternative fuel capable should ensure that these vehicles are fueled with the appropriate alternative fuel.

Clean Air- JBLM seeks to minimize the number of single occupancy vehicle trips to and from the installation as well as the number of open burning incidents. Achieving these goals requires participation from all JBLM organizations. Each unit’s CTR rate will be monitored and included as a significant component of the Net Zero Award scoring.

Required Actions:

1. Within 30 days, appoint personnel to monitor the unit CTR program
2. Report unit CTR statistics
3. Conduct “No Open Burning” training

Elective Actions for Additional Points:

4. Issue Unit CTR policy to encourage personnel to take advantage of CTR whenever possible
5. Create a CTR information board
6. Create new/updated JBLM “No Open Burning” outreach material

For more details, see Quick Start #10 - Net Zero Air

ACTIONS for NET ZERO WATER

Introduction: The United States military expends significant resources to ensure an adequate supply of fresh potable water to support the military mission. (JBLM produces over 1.5 billion gallons of drinking water per year.) Significant resources are also required to properly treat wastewater from military operations. By conserving water, JBLM saves the cost to pump, treat, and distribute that water while also realizing savings through reduced flow to the wastewater treatment plant. The President has established water conservation goals to reduce water use on federal installations by 26% by the year 2020 from a 2007 baseline. This averages 2% per year.

Units should conserve water and reduce wastewater generation whenever possible. This includes the following actions:

- Check water sources to ensure taps are closed when not in use, not leaking and that pollutant materials are not allowed to enter storm and sewer drains
- Employ conservation measures that comply with the JBLM water program
- Follow JBLM's landscape irrigation rules and water only in pride areas
- Ensure hazardous spills do not enter wastewater or storm drains. Such spills will potentially cause pollution in waterways and possible permit violations.

The JBLM water goal is to achieve a net-zero water installation by 2020, which is to say conserve freshwater resources and return water back to the same watershed so not to deplete the groundwater and surface water resources in quantity and quality over the course of a year. This includes reducing the volume of water discharged to Puget Sound to zero within the next seven years. To achieve this goal, each JBLM organization must do their part to conserve water and minimize wastewater discharges. The unit's water conservation commitment will be considered and included as a significant component of the Net Zero Award scoring.

Specific actions to evaluate each competing unit's Net Zero Water progress are:

Required Actions:

1. Within 30 days, establish an individual to monitor water use and conservation actions
2. Conduct inventory of water use and discharges
3. Promote Water Resources awareness through posters, flyers or other materials

Elective Actions for Additional Points:

4. Water POC complete water conservation training
5. Water POC provide water conservation training to the unit
6. Conduct water conservation and protective measures

For more details, see Quick Start #11 – Water Resources, and JBLM Regulation 11-5

PART 2 – Implementation Instructions

NET ZERO COMPETITION RULES AND JUDGING CRITERIA

BACKGROUND – In 2011, the Army’s “Net Zero” initiative was created and launched by the Assistant Secretary of the Army for Installations, Energy and Environment (ASA IE&E) as a cornerstone strategy for sustainability and energy security. Based on the principles of integrated design, this holistic approach seeks to ensure that the Army of tomorrow has the same access to energy, water, land and natural resources as the Army of today. A Net Zero Energy installation produces as much energy on site as it uses, over the course of a year. A Net Zero Water installation limits the consumption of freshwater resources and returns water back to the same watershed so not to deplete the groundwater and surface water resources in quantity or quality. A Net Zero Waste installation reduces, reuses, and recovers waste streams, converting them to resource values with zero non-hazardous solid waste disposed in landfills. Net Zero Land (no loss of training areas) and Net Zero Air (balanced air quality) were added to the JBLM Net Zero program in 2012, thereby aligning it with the Installation Sustainability Program goals.

The JBLM Net Zero Award competition is an installation initiative designed to:

- Promote sustainability by engaging military units in a friendly competition among peer groups (unit commanders)
- Encourage military units to act sustainably without distracting personnel from their unit Commander’s specific priorities
- Inspire military personnel to achieve excellence in resource conservation, as already emphasized throughout all levels of the DoD

This competitive program is optional. Units may voluntarily participate based on the unit Commander’s decision to do so. The five parts of the program (energy, waste, land, air and water) are non-severable for scoring purposes. When a unit Commander signs the pledge, the entire unit will be evaluated in all five areas. Units may excel more in some areas than in others, but they must achieve at least the prerequisites and requirements to be considered for the award.

If the award program is successful, JBLM will benefit from strengthened access to training areas, reduced utility costs and other financial savings, lessened risks to health and safety, lowered liabilities, and an increase in knowledge and practice of sustainable behaviors. In addition, some aspects such as Commute Trip Reduction may provide individual participants with monetary savings.

The award program offers significant financial prizes in the form of non-appropriated funds. Prize money comes from the JBLM Qualified Recycling Program (QRP) proceeds. Future competition periods will run twice per year. Units from all branches of uniformed military services stationed on JBLM and Yakima Training Center are encouraged to participate in the competition. To receive a cash prize, winning units

must have a unit fund account with the Directorate of Family and Morale, Welfare and Recreation (DFMWR). DFMWR personnel will deposit the monetary awards into the winners' unit funds. No individuals will receive cash or cash equivalents. All funds awarded must be used by winning units in accordance with the rules discussed in AR 210-1 (Chapter 6). DFMWR's Unit Fund Office may be contacted via telephone at 253-967-7833 or by email at mercedes.g.lui.naf@mail.mil.

Units may not win first prize in two consecutive contests.

This competition recognizes and awards three tiers of competitors. Units can compete both as battalions or squadrons and as companies or flights.

Cash prize amounts for Contest #2 are shown in the table below:

Tier	Place	Prize Amount
Large (201 and above personnel)	1 st	\$7,500
	2 nd	\$ 5,000
	3 rd	\$ 2,500
Medium (51-200 personnel)	1 st	\$ 3,500
	2 nd	\$ 2,500
	3 rd	\$ 1,500
Small (1-50 personnel)	1 st	\$ 1,500
	2 nd	\$ 1,000
	3 rd	\$ 500

OVERVIEW – JUDGING AND SCORING

Units will be judged and scored based on five criteria subcategories: (1) disqualifiers, (2) general/area requirements, (3) additional points for elective actions, (4) initiatives and innovations, and (5) scoring penalties. If a unit fails any of the actions in the first two subcategories, it will not be considered for the Net Zero Award during the given evaluation period. Units can score more points by completing elective actions, implementing innovations and initiatives, and avoiding penalized behaviors. At the end of the evaluation period, scores are totaled and the unit that scores the highest will win the 1st place prize (provided that the unit was not the 1st place winner in the previous contest); the unit that scores the next highest will receive the 2nd place prize; and the unit that scores the third highest will receive the 3rd place prize.

Evaluation and scoring will be performed by a committee composed of JBLM personnel. Questions regarding the evaluation and scoring process may be directed to usarmy.jblm.imcom.list.dpw-edpr@mail.mil.

1. Disqualifiers: Units responsible for a significant violation of environmental law, regulation, or JBLM procedures will be disqualified from award consideration during the evaluation period in which the violation occurs. Thus, any such violation constitutes a disqualifier. Findings of violation may come from external regulators or internal environmental assessment personnel.

Findings of potentially disqualifying actions will first be reviewed with the unit NZ POC. If it is determined that the unit is responsible for the action and no sufficient mitigating circumstances exist, the unit will be disqualified for the current award period. Disqualifying actions include, but are not limited to, the following:

- Violation of any environmental law or permit, such as the Wastewater Discharge Permit, Industrial Stormwater Discharge Permit, etc.
- Open burning incidents
- Violation of JBLM environmental regulation/policy such as illegal dumping or a failed Environmental Compliance Assessment Team (ECAT) evaluation
- Breaches of any Seibert staked priority habitat or cultural areas causing soil disturbance or other negative impacts to habitat, protected species, or cultural resources

Note: Minor breaches of protected areas not involving legal violations or requiring coordination with external regulators may be assessed as a penalty or nullified. See “Quick Start #9 – Net Zero Land” and the “Penalties” section below for more information.

2. General and Area Requirements: To be considered for the award and to continue in the competition, a unit must complete all of the prerequisites and requirements.

3. Elective Points: Avoiding disqualifiers and meeting all requirements allows the unit to continue competing for the award. Units earn additional points by completing any of the elective actions stated within each Net Zero area. Completing more elective actions will result in more points being awarded.

4. Initiatives and Innovations: Units may go above and beyond both the Required Actions and the Elective Actions. Initiatives and Innovations will be used as a tiebreaker between competing units with the same number of completed actions and the same diversion rate. Additionally, the unit may be awarded up to nine points per initiative/innovation. For examples and more information see “Quick Start Guide #14 – Initiatives and Innovations”.

5. Penalties: Certain harmful actions do not rise to the level of a disqualifier but are counterproductive to the achievement of a Net Zero installation nonetheless. These actions constitute penalties and are addressed by the deduction of points from a unit's overall award score. Penalty considerations will be coordinated with the unit NZ POC prior to assessment.

Units should pay particular attention to their readiness for successful assessment, inspection, or audit by external regulators (e.g., Environmental Protection Agency (EPA), Washington State Department of Ecology) or the JBLM ECAT. Unit representatives are encouraged to openly discuss their activities with the appropriate DPW Environmental Division (ED) programs and seek information to improve those activities.

If any of the above assessments result in a minor finding that is addressed and resolved by the unit, there would be no penalties assessed as part of the award scoring (see the NOTE below). Unresolved, repeat, or substantial findings falling below the level of a disqualifier, however, can result in scoring penalties being assessed (1 to 10 points removed per finding).

Similarly, negative points (penalties) will be assessed for the following situations:

- Units that fail to resolve identified recycling and refuse container issues (-1 point/incident)
- Minor breaches of protected areas may be assessed as a penalty or nullified (-10 points/incident)
- Failed night time energy inspection by the award committee (-1 for each unjustified fixture left on, up to a five point deduction)
- Unauthorized window air conditioner units (-5 points/incident)
- Unresponsive POCs (-1 point/incident, applies in all program areas)

NOTE: Units may nullify some penalty points by improving their processes to eliminate the activity of concern (root cause) that led to a minor finding. In such cases, the unit must coordinate the resolution with the appropriate DPW ED program and submit a short narrative description of the root cause(s) and corrective action(s). This narrative will be included as an attachment to the submittal packet due at the end of the competition period. See "Quick Start #13 – Corrective Actions" for more information.

EVALUATION AND SUBMITTAL CRITERIA

GENERAL PREREQUISITES (1-3)

1. Establish and maintain a unit fund with the JBLM Directorate of Family and Morale, Welfare and Recreation (DFMWR), if not currently established

This is required for the unit to receive prize money. For step-by-step instructions on how to set up and maintain a unit fund, contact the DFMWR Unit Fund Administrator, as explained in “Quick Start #1 – General Requirements”. The unit fund number must be listed on the Commander’s Pledge form submitted prior to the start of the award competition period.

2. Designate a Net Zero Primary POC (NZ POC) to oversee unit award actions

The NZ POC should be a member of the unit’s leadership, selected by the unit Commander. The NZ POC should be of sufficient standing to oversee and determine unit award actions and assign/delegate responsibilities. The Commander or NZ POC may designate additional unit personnel to assist with award actions and fill any supplemental positions mentioned in the area requirements or elective actions. Submit contact information on the Commander’s Pledge form. In addition, enter and maintain this information using the “Net Zero Competition POCs” worksheet included in Quick Start #1: General Requirements.

3. Submit a completed Net Zero Award pledge form signed by the unit Commander

To participate in the competition and be eligible for the prize, the unit Commander must commit the unit by signing the Commander’s Pledge located in Part 1. By signing the pledge, the commander is agreeing to (1) direct unit personnel to meet the specific award requirements and (2) fulfill the individual responsibilities stated at the bottom of the pledge.

Electronically submit a Net Zero Award pledge signed by the unit commander prior to 09 October 2013 via email to usarmy.jblm.imcom.list.dpw-edpr@mail.mil.

GENERAL REQUIREMENTS (4, 5)

4. Have the NZ POC complete the JBLM Net Zero training

The unit Commander or NZ POC may instruct additional unit personnel to attend, as deemed appropriate. For dates and locations, check <https://www.us.army.mil/suite/page/682248>.

5. Establish an Environmental Operating Permit (EOP) with the DPW ED, if not currently established

Within 30 days of the contest period start date, units must contact the JBLM EOP Coordinator to (1) confirm they have a current EOP or (2) establish an EOP. Preferred initial contact is by email to usarmy.jblm.imcom.list.dpw-ems@mail.mil (email subject line should include the unit name and the subject “Net Zero EOP”). For more information, contact the JBLM EMS/EOP Coordinator at the previously stated email address or 966-6470.

[NOTE: EOPs are issued only at the Battalion/Squadron level and should include all subordinate units. Refer to the Battalion/Squadron EOP or see your Battalion/Squadron Environmental Officer to verify which units are incorporated.]

FINAL SUBMITTAL PACKET

Final submittal packets are due on 21 February, 2014. Each applicant organization will complete their final award submittal and email the packet to usarmy.jblm.imcom.list.dpw-edpr@mail.mil. Within the final submittal document, the unit will attach the completed contest evaluation scorecard together with any other required or elective documents indicated in the form.

The yellow highlighted areas on the scorecard indicate where the applicant organization provides information, such as the date an item was completed or POC information or other required information. Where there is no yellow highlight, no input is required from the organization – award committee staff will use existing records or systems to obtain the information needed.

Provide a narrative (3 page maximum) describing how your unit incorporated sustainability into daily activities. The narrative should be written in 12 point Arial font and should include:

- A brief explanation why your unit should win
- Any initiatives or innovations the unit pursued (indicate whether this was done at Battalion/Squadron level or Company/Flight level)
- Anything you would like to highlight (indicate whether this was done at Battalion/Squadron level or Company/Flight level)

The Quick Start Guides located at the end of this document contain the details for what qualifies as the proper submittal. All submissions are subject to verification by the award committee.

Ensure all attachments for the required actions and the pursued elective actions are included with the final submittal.

The submittal form and scorecard forms are provided here:



NZ Submittal Packet form C2.docx



Scorecard_NZC2.xlsx

REFERENCES AND RESOURCES

JBLM Net Zero AKO site: <https://www.us.army.mil/suite/page/682248>
 (Local) Net Zero web site: <http://www.lewis-mcchord.army.mil/publicworks/sustainability/default.aspx>
 JBLM Net Zero Facebook: www.facebook.com/SustainableJBLM
 Net Zero email address: usarmy.jblm.imcom.list.dpw-edpr@mail.mil
 (Army) Net Zero web site: <http://army-energy.hqda.pentagon.mil/netzero/>
 DoD Sustainability website: www.denix.osd.mil/sustainability/

Subject Matter Expert Roster:

Air	Tom Olsen thomas.w.olsen.civ@mail.mil ; 966-1770
Energy	Sakhawat Amin sakhawat.amin.ctr@mail.mil ; 966-9011
EOP	usarmy.jblm.imcom.list.dpw-ems@mail.mil ; 966-6470
Illegal Dumping	usarmy.jblm.imcom.list.dpw-trash-cop@mail.mil ; 966-0869
Land	Dave Clouse david.c.clouse.civ@mail.mil ; 967-3474
Recycling	usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil ; 966-6444
Solid Waste	usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil ; 966-1801
Sustainable Acquisition	usarmy.jblm.imcom.list.dpw-green-procurement@mail.mil ; 966-6466
Sustainability	usarmy.jblm.imcom.list.dpw-edpr@mail.mil ; 966-1734
Water	usarmy.jblm.imcom.list.dpw-stormwater@mail.mil ; 967-2837

Publications:

- FL 11-1 Fort Lewis Energy Management Program
- FL 11-5 Water Conservation
[https://ft.lewis.army.mil/forms/hfl/PubsSite/fort_lewis_regulations.htm]
- AR 215-1 Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities
- AR 420-1 Army Facilities Management
[<http://www.apd.army.mil/AdminPubs/BrowseRegulations.asp>]

[JBLM Water Consumer Confidence Report \(CCR\)](#)

Quick Start #1 – General Requirements

1. Establish a unit fund with the JBLM Directorate of Family and Morale, Welfare and Recreation (DFMWR), if not currently established. Include this information on the Commander's Pledge/Award Application.

To establish an account, send an email to mercedes.g.lui.naf@mail.mil. Insert "Unit Fund Request" in the subject line and include a DA Form 1687, unit strength, and assumption of command orders. For more information on setting up a unit fund account, contact the DFMWR Unit Funds Office at 967-7833.

2. Designate a Net Zero Primary POC (NZ POC) to oversee the unit's award actions. The NZ POC should be a member of the unit's leadership. Include this information on the Commander's Pledge/Award Application. In addition, include in the "Net Zero Competition POCs" worksheet and contact usarmy.jblm.imcom.list.dpw-edpr@mail.mil for changes.



Net Zero Competition
POCs.docx

3. Electronically submit a Net Zero Award pledge signed by the unit commander to usarmy.jblm.imcom.list.dpw-edpr@mail.mil by 09 October 2013. This serves as your unit application to compete in the Net Zero Award Contest.
4. Complete JBLM Net Zero training sessions offered by PW-ED (within 30 days of contest start). For dates and locations: <https://www.us.army.mil/suite/page/682248>.
5. Establish a unit Environmental Operating Permit (EOP). Within 30 days of the contest period start date, units must contact the JBLM EOP Coordinator to (a) confirm they have a current EOP or (b) establish a new EOP.

NOTE: EOPs are issued only at the Battalion/Squadron level and should include all subordinate units. Refer to the Battalion/Squadron EOP or see your Battalion/Squadron Environmental Officer to verify which units are incorporated. Preferred initial contact is by email to usarmy.jblm.imcom.list.dpw-ems@mail.mil (subject line should include unit name and "Net Zero EOP"). For more information, contact the JBLM EMS/EOP Coordinator at the previous email address or telephone 966-6470.

If a Unit's EOP is current, no further action is required. To be considered "current" three things are required annually: (1) EOP Command Briefing, (2) Unit's review and input to their EOP, and (3) updated Pollution Prevention equipment inventory. See the following "Requirements for Updating your Permanent EOP" instructions.



Instructions
Permanent EOP Updat

Quick Start #2 – Net Zero Energy

Required Actions:

1. Develop/update unit Energy Conservation SOP and have it approved by the unit leader. The following sample Energy Conservation SOP may be used as a guide.



Sample Energy
Conservation Program

2. Within 30 days of the start of the contest period, appoint an Energy Conservation Officer (ECO) and have the ECO complete one of the Train the Trainer Energy Awareness Training offered by PW-ED. Include the ECO in the Net Zero Competition POCs” worksheet embedded in Quick Start #1. The following sample appointment letter may be used as guide. Training dates and locations will be posted at <https://www.us.army.mil/suite/page/682248>.



ECO appt order.docx

3. Within 60 days of the start of the contest period, appoint one Building Energy Monitor (BEM) for each building that is occupied more than 10 hours per week and electronically submit names and associated building numbers using the “Net Zero Competition POCs” worksheet included in Quick Start #1. The following BEM appointment order template may be used.



BEM appt order.docx

4. BEMs perform End-of-Day energy checks at their assigned buildings. The following checklist template may be used as a guide. Checklists must be maintained within the unit and are subject to verification by the award committee.



Daily BEM
Checklist.xlsx

Elective Actions:

5. Provide energy conservation SOP training to BEMs and maintain training records. Training is subject to verification by the award committee.
6. Promote energy awareness through posters, flyers or other display materials. Resources for promotional materials can be found in the Energy section of the Net Zero Toolkit. Materials are subject to verification by the award committee.
7. Perform night time inspections to reduce energy waste. This involves checking to see if unnecessary lighting is left on after working hours. This can be done by external visual inspections (for buildings with external windows) and/or walking

corridor inspections. Record indicated information in the following worksheet and include it as an attachment in the final submittal packet.



Night Time Energy
Inspections.xlsx

1 point will be awarded for each inspection of a unit's entire building inventory, up to 5 points. Inspections do not need to all occur on the same night. Recommended course is to complete 1 inspection of a unit's building inventory per month over a 5 month period in order to earn the maximum 5 points. In buildings occupied by multiple organizations, the unit is only responsible for inspecting their assigned areas.

8. Perform facility audits to identify and remove unapproved space heaters, air conditioning units, old incandescent lamps, personal refrigerators, etc. Include the actions taken by the unit in the three-page narrative provided at the end of the contest period. The narrative should indicate the date of each action.

For assistance or more information, contact JBLM Energy Program, 253-966-9011 or sakhawat.amin.ctr@mail.mil.

Quick Start #3 – Recycling

Required Actions:

1. Identify the individual(s) selected to sign for the unit's recycling and refuse containers using the Customer Service Agreement linked [here](#). Submit the completed form to usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil within 30 days of the contest start date.
2. Ensure that garbage is not placed inside recycling containers by checking for contamination. Units and activities should also check for recyclables in refuse containers and ensure obstacles do not block access to recycling or refuse containers. There are no submittal requirements for these items. Instead, Public Works will conduct random audits to determine diversion and contamination issues from each participating contestant building on JBLM. When containers are blocked or contaminated, the service provider (LeMay Inc) will notify unit / activity personnel that the container could not be serviced. Unit / activity personnel will have five working days to resolve the issue (i.e. move the blocking vehicle or remove the garbage from the recycle container). After the issue has been resolved, the unit / activity must notify LeMay Customer Service Desk at (253) 537-8687, option #7. On day six, if the issue has not been resolved, the service provider may schedule an alternative solution at a higher cost to the government. This incident will be reflected on the monthly invoice. DPW staff will annotate the incident on the unit / activity's scorecard. Each incident will result in penalty points being assessed to the unit.

The linked [Joint Base Lewis-McChord Net Zero Waste brochure](#) explains the variety of materials that may be recycled under the new contract.

3. Units will request an Information Briefing for all personnel by calling the JBLM Recycling Outreach Coordinator at (253) 966-6444. Public Works staff conducts Information Briefings for units and activities in order to (1) explain how the refuse and recycling service works and (2) validate container requirements. An Information Briefing must be scheduled within the first 30 days of the contest period and completed within 60 days.

Elective Actions:

1. Promote recycling awareness – through posters, flyers or other display materials. Specific information and resources will be provided at initial Net Zero POC training. Materials are subject to verification by the award committee.

For recycling assistance or more information, contact JBLM Recycling Outreach Coordinator, 253-966-6444 or usarmy.jblm.imcom.list.dpw-jblm-recycles@mail.mil.

Quick Start #4 – Sustainable Acquisition Training (Required)

1. Develop a register (list) of organizational procurement personnel. This includes all personnel in the following functions:
 - Government Purchase Card (GPC) Holder
 - GPC Approving Official
 - Contracting Official (including Contracting Officer, Contracting Officer Representative, and Project Manager)
 - Specification Writer
 - (Non-tactical) Vehicle Fleet Manager
 - Environmental Officer (appointed per installation Reg 200-1)

The following blank register may be used.



blank unit training
register.xlsx

2. Instruct listed personnel to complete the online Continuous Learning Course 046 (Green Procurement) via Defense Acquisition University. The course typically takes one to two hours to complete and provides access to a certificate upon completion. The following are instructions for course registration.



Instructions for
Completing CLC 046.c

3. Collect certificates and indicate trained personnel as complete on the training register (e.g., place an 'X' in the final column).
4. Attach copies of the unit register and training certificates to the award packet submitted at the end of the contest period. See the submittal procedures for more information.

For assistance, contact the JBLM Sustainable Acquisition Program at 966-6466/6463 or usarmy.jblm.imcom.list.dpw-green-procurement@mail.mil.

Quick Start #5 – Hazardous Materials (Required)

1. There is no submittal requirement for this item. Instead, DPW-Environmental will pull and evaluate data, awarding points if the following criteria are met:
2. The unit has an active account at the JBLM Hazardous Material Control Center (HMCC, Bldg 09669) and/or current written authorization from the JBLM Pollution Prevention Program Manager authorizing purchase from sources outside the HMCC
3. The unit has no findings of unauthorized hazardous material purchases over the award contest period
4. The following comprises an active HMCC account:
5. Having active signature card(s) on file at the HMCC. An active card is a non-expired card (DA Form 1687) that only lists personnel who have completed the JBLM Environmental Operations Management course within the past 365 days or within 60 days of being added to the signature card. To register, contact Environmental Operations at Building 1210 or 253-967-4786
6. Having a funding account established with the HMCC. This requires coordination between unit budget personnel and the HMCC and enables purchase of products through the HMCC
7. Hazardous materials are defined in installation Regulation 200-1, Appendix E, Tab 1. An unauthorized purchase of hazardous materials is defined as:
 - Purchase from a source other than the HMCC without prior written authorization from the JBLM Pollution Prevention Program Manager
 - Purchase of any materials not on the current JBLM Installation Authorized Use List (IAUL) or applicable Unit Specific Authorized Use List (USAUL). All AULs are issued by the JBLM Pollution Prevention Program
8. Unauthorized purchases may be discovered through compliance assessments or other evaluations
9. Units must manage hazardous materials in a manner that avoids unauthorized purchasing
10. Units should also utilize lateral transfer or the HMCC reissue program when appropriate to avoid generating excess waste, thereby avoiding waste removal and replacement purchase costs.

For assistance or more information, contact Pollution Prevention at 966-6469/6466.

Quick Start #6 – Identify Sustainable Acquisition Items (Elective)

1. Have unit purchasers (GPC holders, contracting officials, individuals authorized to order hazardous materials) visit <http://sftool.org/GreenProcurement> and review the items listed.
2. Have unit purchasers record any listed items that they purchase or will likely purchase in the future. Instruct them NOT to include any items used only to maintain tactical equipment. Such materials are governed by technical manual/technical order and other standardized documentation that must be revised by the equipment Program Management Office.
3. The information requested at step 2 above may be recorded in a one column Excel spreadsheet or Word table. The following is an example only. Create a similar document that is unique to your unit, based on the information requested at step 2:



designated items
purchased.xlsx

4. The information can be used in the future as a unit management tool to assist purchasers. If used in this fashion, it should be updated as newly applicable items are purchased or designated by the appropriate authority (EPA, USDA, Dept of Energy, etc) in accordance with federal law.
5. Consolidate items noted at step 2 into a combined unit list and attach it in the final award submittal. See the submittal procedures for more information.

For assistance, contact the JBLM Sustainable Acquisition Program at 966-6466/6463 or usarmy.jblm.imcom.list.dpw-green-procurement@mail.mil.

Quick Start #7 – Environmentally Preferable Products (Planning) (Elective)

1. Identify a minimum of 5 opportunities for the unit to purchase more environmentally preferable products (must be different from those submitted under previous contest periods). This may be done in consultation with unit procurement personnel and/or applicable requirements generators.
2. For items listed at <http://sftool.org/GreenProcurement>, any replacement of a currently used non-compliant item with one meeting the stated requirements would qualify as an opportunity.
3. For EPA guidance, see <http://www.epa.gov/epp/>.
4. Environmentally preferable criteria include such product features as recycled content, biobased content, energy efficiency, water efficiency, recyclability, lower toxicity, lower emissions, reduced waste, and non-fossil fuel use.
5. The following are some examples of opportunities:
 - Purchase 50% postconsumer content copy and printer paper
 - Purchase processed chlorine free copy and printer paper
 - Purchase solid ink printers
 - Purchase third party certified green cleaners
6. Purchase Energy Star and EPEAT qualified office electronics
7. Individuals overseeing this elective must meet with the JBLM Sustainable Acquisition Program to discuss proposed ideas within the first 60 days of the contest period. This will clarify any unintended consequences from product substitution. Failure to do so will result in the unit being ineligible for the elective.
8. For each identified opportunity, provide a brief implementation plan. This should describe the steps to be taken to implement the opportunity within the unit and identify any resources required for implementation.
9. At the end of the contest period, attach the list of opportunities and associated implementation plans in the award submittal. See the submittal procedures for more information. All submitted opportunities must have been previously discussed with the Sustainable Acquisition Program.

For assistance, contact the JBLM Sustainable Acquisition Program at 966-6466/6463 or usarmy.jblm.imcom.list.dpw-green-procurement@mail.mil.

Quick Start #8– Environmentally Preferable Products (Implementation) (Elective)

1. Implement procurement of a minimum 3 different environmentally preferable products. This should be done in consultation with unit procurement personnel and/or applicable requirements generators. Products may be those identified under the planning elective, either for this contest period and/or an earlier one. Products must be different from and environmentally preferable to those purchased previously by the unit. Each of the 3 products must be of a different type rather than 3 brands/models of the same product type.
2. For items listed at <http://sftool.gov/GreenProcurement>, any replacement of a currently used non-compliant item with one meeting the stated requirements would qualify as implementation of an environmentally preferable procurement.
3. For each product type, provide a short summary of findings. This should describe the steps taken to implement the opportunity within the unit, resources that were required to do so, obstacles encountered, and results (product performance in comparison, any cost savings or increases, etc).
4. Individuals overseeing unit actions under this elective must meet with the JBLM Sustainable Acquisition Program (966-6466, Bldg 1210) to discuss proposed ideas within the first 60 days of the contest period. This will help clarify any unintended consequences from product substitution. Failure to do so will result in the unit being ineligible for the elective.
5. At the end of the contest period, attach the list of products and associated implementation summaries in the award submittal. See the submittal procedures for more information.

For assistance, contact the JBLM Sustainable Acquisition Program at 966-6466/6463 or usarmy.jblm.imcom.list.dpw-green-procurement@mail.mil.

Quick Start #9 – Net Zero Land (Required)

1. Designate personnel to manage unit actions while in training areas to ensure no unauthorized entry into or damage to a restricted area. Access to sensitive natural and cultural areas is restricted as noted on the applicable environmental map and/or by Seibert Stakes on the ground. For more information, consult the following:

- [JBLM Environmental Coordination Map](#)
- JBLM Soldier Field Card (available at JBLM Range Control, Bldg 04074)
- JBLM YTC environmental map (available at YTC Range Control, Bldg 1805)
- [JBLM YTC Soldier Field Card](#))
- Sustainable range awareness training (video at JBLM Range Control and schedule a briefing with YTC Range Control: (509) 255-8113/DSN 638-8103).
- [Installation environmental and range regulations](#) (200-1, 350-30, 350-31)
- [YTC Using Unit SOP](#) (includes YTC contact information and guidance)
- JBLM Fish and Wildlife Program (967-3474) – species and habitat questions
- JBLM Cultural Resources (966-1769) – cultural and historical site questions
- JBLM Integrated Training Area Management (ITAM) Program (967-1549) – sustainable range operations

2. Units must submit the name(s) and contact information for designated individual(s) within 30 days of the contest start using the “Net Zero Competition POCs” worksheet embedded in Quick Start #1.

3. Any unauthorized entry into or damage to a restricted area is referred to as a “breach.” Units are required to report any such breach to their Commander and the applicable Range Control/Range Operations, regardless of who committed the breach. At JBLM, utilize [HFL Form 1862](#). At YTC, follow the instructions provided by YTC.

4. Major breaches of restricted areas will result in unit disqualification from Net Zero Award consideration for the remainder of the contest period. Major breaches involve significant land disturbance, legal violations, or impacts that otherwise necessitate consultation with regulators such as US Fish & Wildlife or WA Dept of Fish & Wildlife.

5. Minor breaches of restricted areas may be assessed penalties under the Net Zero Award scoring. Units may nullify the penalty by self-reporting the incursion and damage to JBLM Range Control/YTC Range Operations and restoring the area per direction from the JBLM Fish and Wildlife Program, JBLM ITAM Program, JBLM Cultural Resources Program, and/or JBLM YTC Range Operations and Environmental Division. Restoration actions could include, but are not limited to, the following:

- Assisting in site preparation (e.g., leveling disturbed areas)
- Assisting in re-vegetation
- Weed control of planted sites (manual weeding)

For assistance or more information, contact the JBLM Fish & Wildlife Program at 967-3474 or david.c.clouse.civ@mail.mil.

Quick Start #10 – Net Zero Air

Commute Trip Reduction (CTR)

1. Required- Assign an Employee Transportation Coordinator in writing. The following Sample appointment letters may be used as guides. Submit the Coordinator's name and contact information using the "Net Zero Competition POCs" worksheet included in Quick Start #1. Submit copy of appointment letter. If needed, update the appointment from previous competition.



2. Required-Track CTR statistics and submit as an attachment to the final submittal packet. Statistics are indicated on the CTR tracking spreadsheet below. *Additional points will be awarded for any vanpools or carpools formed during the contest period



3. Elective- Issue Unit CTR Policy to encourage personnel to use commute alternatives whenever possible.
4. Elective- Create a Commute Trip Reduction information center/bulletin board and submit a photo. Marketing/informational materials can be provided upon request.

Note that this is supported by proper management of the unit CTR program, which would include actions such as the following:

- Providing informational briefings to personnel on the CTR Program
- Assisting in organizing vanpools by providing information about the Mass Transportation Benefit Program and setting up meetings with the group.
- Promoting Pierce County and Statewide Commute Trip Reduction promotions; Wheel Options, JBLM Bike to Work month, Relax Rewards through Pierce Transit, ride-matching through www.rideshareonline.com.
- Promoting JBLM Commutes Facebook page
- Promoting carpooling and assisting with carpool registration (Form HJB 876: https://ft.lewis.army.mil/forms/hfl/PubsSite/fort_lewis_forms.htm).

Open Burning

1. Required- Issue unit specific training on the JBLM No Open Burning Policy.
2. Elective- Create new/updated JBLM "No Open Burning" outreach material (flyer, poster, video, social media etc.)

For assistance or more information, contact the JBLM Air Program at 966-1770 or thomas.w.olsen.civ@mail.mil.

Quick Start #11 – Water Resources

Specific required actions for consideration and evaluation of each competing unit's Net Zero Water progress are:

1. Establish an individual (Water POC) to monitor water use and water conservation actions. Submit the POC's name and contact information using the "Net Zero Competition POCs" worksheet included in Quick Start #1
2. Conduct a water inventory of water usage and discharge practices at the unit level. The water use inventory should also include water use and wastewater generation in shops and industrial areas. Specific information and materials will be provided at initial Net Zero POC training. Inventories must be maintained within the unit and are subject to verification
3. Promote Water Resources awareness – through posters, flyers or other display materials. Information and resources will be provided. Materials are subject to verification by the award committee

Recommended Elective actions:

4. Water POC complete the linked training: <http://femptraining.labworks.org/>
Provide completion certificate with final packet. Alternatively POC could complete other water training and provide outline and completion certificate/s if any (training within 1 year will be credited)
5. Based on training above Water POC develop a unit level briefing/training and provide briefing slides/roster of this training with final packet. (Credit will be given for training conducted during contest cycle, briefing slides should be updated annually)
6. Implement measures from the training to conserve water, educate unit, protect water resources, identify leaking fixtures, etc.

Part of this action will include considering different methods/initiatives to support water conservation and protection goals. These elective actions should be coordinated with the JBLM Water Program prior to implementation in order to determine point eligibility.

Document the success or failure of your initiatives using a short narrative evaluation and include it as an attachment in the award submittal packet at the end of the contest period. Even if efforts are not successful, they should be documented and submitted. Effective initiatives could be adopted on an installation-wide basis and ineffective initiatives will be documented so other units don't waste time and effort pursuing those actions.

For assistance or more information, contact the JBLM Water Program at 967-2837 or usarmy.jblm.imcom.list.dpw-stormwater@mail.mil or Building 2012 Room 309.

Quick Start #12 – Volunteering

1. As an elective action, unit personnel may volunteer for JBLM. Units that want to earn elective points must coordinate with PW-ED for volunteer opportunities. Volunteer hours outside of PW-ED can also be counted provided the participants present proof of volunteering (i.e. certificate from organization).
2. Units can earn one point for every five hours served for a max of 10 points.
3. Volunteer opportunities available within PW-ED can be found in the Volunteer Section of the Net Zero Toolkit. Opportunities include:
 - Recycling assistance at JBLM Special Events
 - JBLM Community Garden work
 - Planting native prairie plants with JBLM Fish & Wildlife
4. Units are responsible for tracking volunteer hours on an Excel Spreadsheet.
5. For assistance or more information, contact usarmy.jblm.imcom.list.dpw-edpr@mail.mil or 253-966-1734.

Quick Start #13 – Corrective Actions

1. If a participating unit receives a finding of environmental nonconformance through an ECAT or other environmental assessment, they should contact usarmy.jblm.imcom.list.dpw-edpr@mail.mil to determine if it might cause penalty points to be assessed.
2. If penalty points are likely, the unit may coordinate with the applicable JBLM Public Works Environmental Division (ED) program manager(s) to determine if a corrective action is possible and whether such action might nullify any penalty points. Program manager information will be provided in the initial ED response at step 1.
3. If corrective action is deemed possible, the unit may coordinate with the applicable ED program(s) to develop an acceptable course of action. Corrective actions must identify and remove the root cause(s) that led to the nonconformance, thereby resolving the issue and preventing any future reoccurrence.
4. To nullify penalty points, the unit must submit a short narrative describing (1) the nonconformance; (2) identified root cause(s); (3) subsequent corrective action(s); and (4) final outcome. This narrative will be included as an attachment in the submittal packet due at the end of the competition period. One narrative must be submitted for each corrective action.
5. “Nonconformance” refers to situations or actions that do not meet or comply with environmental requirements established at JBLM. Typical causes of nonconformance include:
 - Poor communication
 - Faulty or missing procedures
 - Equipment malfunction (or lack of maintenance)
 - Lack of training
 - Lack of understanding requirements
 - Failure to enforce rules or procedures
6. Nonconformance may be identified through assessments/audits/inspections, accidents, employee comments, changes in activity/structure/process, and other means. By analyzing system deficiencies, attempting to determine the root cause, or identifying why the problems are occurring, a unit may be able to detect patterns or trends that produce negative environmental impacts. Once identified, the unit can implement corrective actions to prevent future problems. Such prevention is often less costly than repeatedly correcting problems after the fact.

Quick Start #14 – Initiatives and Innovations

1. Units may go above and beyond both the Required Actions and the Elective Actions.
2. Units must coordinate the initiative or innovation with the related Subject Matter Expert before implementation. If prior coordination does not occur, the initiative or innovation may not be awarded points.
3. Include initiatives and innovations in the final three-page narrative included in the final submittal packet. Indicate whether initiative or innovation was done at the Battalion/Squadron level or Company/Flight level.
4. The unit may be awarded up to nine points per initiative/innovation.
5. Examples include but are not limited to:
 - Bringing recyclables other than commingled recycling to one of the two JBLM Recycling Centers
 - Encouraging personnel to take the JBLM Shuttle and tracking the ridership
 - Installing energy or water conservation retrofits in buildings (NOTE: this needs to be properly coordinated with PW ED before implemented)
 - Beautifying unit area with approved plants and trees
 - Volunteering outside of JBLM

For assistance or more information, contact usarmy.jblm.imcom.list.dpw-edpr@mail.mil or 253-966-1734.