

2016 Federal Energy and Water Management Awards - Nomination Quick Reference

Category Selection

- ☐ Choose “Project” for discreet activities at an installation or facility; “Program” for overall management approaches that effectively instituted new strategies or policies; or “Contracting” for efforts to award energy performance contracts and/or enhance procurement practices (may be teams or individuals).
- ☐ Select “Career Exceptional Service” to nominate individuals directly responsible for creating and instituting innovative and effective programs, projects, or technologies over their careers (e.g. 10 or more years).

Eligibility

- ☐ For Project and Contracting categories, the effort(s) *must have been completed during FY 2015*. For Project nominations, partial-year FY 2015 savings **are** eligible; FY 2014 projects/savings **are not** eligible. If the effort was not complete by September 30, 2015, you must defer the nomination until next year. Program and Career Exceptional Service categories may consider past efforts, but should focus on FY 2015 results.
- ☐ An individual nominee in any category must be a federal employee or contractor operator of a federal facility. A team nomination (of up to 5 nominees) must highlight a federal project or program effort, and at least one nominee on the team must be a federal employee or contractor operator of a federal facility.
- ☐ Before developing a nomination, confirm that the team/individual has not previously won a Federal Energy and Water Management Award for the same or similar efforts at the same location.

Data and Narrative Requirements

- ☐ Prior to writing the narrative consider what transferable best practice(s) were encompassed by the nomination/nominee(s), if any new or underutilized technologies were implemented, and what else is particularly unique or innovative about the nomination that makes it exemplary and deserving of recognition.
- ☐ Prepare a separate narrative (up to 4 pages) providing all required data and information outlined in Section 6 of the criteria and guidelines, based on the nomination category selected. It is *strongly encouraged* that narratives are organized by the applicable criteria to ensure all required/adequate information is included.
- ☐ For Project and Program nominations, have readily available all required savings data requested in Section 6 of the criteria and guidelines. This data must also be entered directly into the data table in the on-line nomination system. For all nominations, please provide as much data as is available and applicable.

Submitting Nominations

- ☐ Enter nominations on-line at <https://fempcentral.energy.gov/Awards/welcome.aspx>, including all components requested in Section 4A of the criteria and guidelines. If you submitted nominations in the past but cannot remember your user name or password, please contact FEMP_Communications@ee.doe.gov.
- ☐ *All nominations must be submitted into the system for review by FEMP's deadline of April 21, 2016.* Please contact your [Agency Coordinator](#) in advance to check for any earlier internal deadlines for your agency.
- ☐ Agencies are limited to 15 nominations. If an agency receives more than 15 nominations for review, it is at the discretion of the [Agency Coordinator](#) to select the top 15 to submit to FEMP for evaluation.

For more information contact FEMP_Communications@ee.doe.gov.