

2013 Federal Energy and Water Management Awards

Nomination Quick Reference

Category Selection

- For team nominations, choose the Project category for discreet activities at an installation or facility. Choose the Program category for overall management approaches that effectively instituted new strategies or policies across a facility, campus, or organization.
- For all individual nominations choose either the Individual or the Contracting category, as appropriate.

Eligibility

- For the Project category, the project(s) must have been completed and realized first savings during FY 2012. If the project was not complete by September 30, 2012 you must defer the nomination until next year. Program and the individual categories may consider past efforts, but should focus on FY 2012 results. Awards will not be given based on future efforts or savings.
- For an individual category the nominee 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, and at least one nominee must be a Federal employee or contractor operator of a Federal facility.
- Before writing or submitting 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. This information will be required in order to submit the nomination in the on-line system.
- 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 applicants organize narratives according to the applicable criteria to ensure all required/adequate information is included.
- For Project, Program, and Individual-FY 2012 Achievements nominations, have readily available all the required data discussed in Section 6B of the criteria and guidelines. A nomination cannot be submitted without this data entered directly into the data table in the on-line nomination system. Data entered incorrectly may result in rejection of the nomination. For other categories, please provide any savings data as available and applicable.

Submitting Nominations

- Enter nominations on-line at <https://www.fempcentral.com/beta>, 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, contact Jennifer Landsman at jennifer_landsman@sra.com.
- 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.
- Nominations must be approved by the [agency coordinators](#) in the system by May 1, 2013. Contact your coordinator in advance for any internal deadlines; leave appropriate time for their review and requested revisions.

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