



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240



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**AUG 11 2015**

## Memorandum

To: Regional Directors, Regions 1-8

From: Assistant Director for Fish and Aquatic Conservation 

Subject: Military Conservation Partner Award 2016 – Solicitation of Nominations  
(Response Due: December 11, 2015)

We are seeking nominations for the 2016 Military Conservation Partner Award. This annual award recognizes a military installation that has conducted notable conservation work in cooperation with the Service and other partners.

The process for nominating installations and selecting the award recipient is outlined below. The region submitting the winning nomination will work with headquarters to arrange an award presentation at the selected installation. The timetable for the selection process is as follows:

- **December 4:** Field Offices provide nominations to Regional Sikes Act Coordinator.
- **December 11:** Regional Offices (through Assistant Regional Director with lead for Sikes Act activities, either Fish and Aquatic Conservation or Ecological Services) select and submit up to three nominations per region to the Sikes Act Coordinator in Service Headquarters.
- **January 15:** A national award recipient is recommended to the Assistant Director–Fish and Aquatic Conservation by a selection panel which includes several Regional Sikes Act Coordinators and the Sikes Act Coordinator in Service Headquarters.
- **January 29:** Assistant Director–Fish and Aquatic Conservation approves selection and notifies award recipient.
- **Spring 2016:** Award presented at the selected installation by the U.S. Fish and Wildlife Service.

Your nominations are critical for successfully recognizing the most deserving military installation. Information on the award, including updated award criteria and a nomination template, are attached. Please forward this request for nominations to field offices that work with military installations.

Regional selections are due to Cheri Morgan (703-358-2465, [Cheri\\_Morgan@fws.gov](mailto:Cheri_Morgan@fws.gov)) by **December 11, 2015**. Thank you for your assistance in honoring our military partners in conservation.

Attachment

## **Military Conservation Partner Award Guidance**

The U.S. Fish and Wildlife Service (Service) created the Military Conservation Partner Award in 2004 to recognize military installations that have accomplished outstanding work in cooperation with the Service to promote conservation on military lands. The award highlights the benefits to conservation resulting from partnerships between the military, the Service, and other partners. By presenting this award each year, the Service enhances existing military cooperative programs and encourages the creation of strong working relationships with military partners.

The award is presented annually by the Service at a ceremony held at the winning installation. The nominating Region is expected to work closely with Service Headquarters and the receiving installation to facilitate presentation of the award.

Qualifying installations are those that fall under the jurisdiction of the Sikes Act, which includes most installations in the United States and its territories. In order to give every installation an opportunity to compete, award recipients are not eligible for nomination again until five years after receiving the award. All installations nominated must have a compliant Integrated Natural Resource Management Plan (INRMP) in place. Multiple installations addressed by one INRMP are considered one nomination. Nominations are submitted by Service field stations, including refuges and hatcheries, to the Regional Office Sikes Act Coordinator. Each Service Region may submit up to three award nominations to the Sikes Act Coordinator in Service Headquarters by the end of December. The national winner will be selected from the regional nominations by a team of Regional Office and Headquarters program representatives.

The following criteria are used by the Service to nominate and select an installation for this award:

- Conservation success and effectiveness;
- Creative projects that result in tangible, on-the-ground improvement; and,
- Cooperation and communication with partners.

### **Award Selection Process and Timeframe:**

- **December 4:** Field Offices provide nominations to Regional Sikes Act Coordinator.
- **December 11:** Regional Offices (through Assistant Regional Director with lead for Sikes Act activities, either Fish and Aquatic Conservation or Ecological Services) select and submit up to three nominations per region to the Sikes Act Coordinator in Service Headquarters.
- **January 15:** A national award recipient is recommended to the Assistant Director–Fish and Aquatic Conservation by a selection panel which includes several Regional Sikes Act Coordinators and the Sikes Act Coordinator in Service Headquarters.
- **January 29:** Assistant Director–Fish and Aquatic Conservation approves selection and notifies award recipient.

- **February 2016:** Headquarters, Regional Office, and installation staff commence planning the award presentation.
- **Spring 2016:** Award presented at the winning installation.

## **Evaluation Criteria Definitions**

Below are criteria that may be considered to help you select an installation for the award. In addition to the criteria evaluation, please include a few lines emphasizing the installation's cooperative conservation activities and/or projects, especially with the Service, in the Justification section to help the selection panel. Nominations need address only those criteria that apply to each nomination:

### Conservation success and effectiveness

- How have installation natural resource programs and recent projects benefitted the natural resources, particularly fish and wildlife?
- Are project successes and effectiveness demonstrated?
- Can conservation successes be framed in terms of landscape-scale conservation?
- Are there examples of successful conservation issue resolution?

### Creative programs and projects that result in on-the-ground improvement

- Do programs or recent projects have a regional- or landscape-level impact? Projects listed may be on or off the installation.
- What projects have been implemented that are unique or use innovative approaches?
- Does the natural resource program reflect a diverse stewardship approach? For example, it is helpful to list examples of activities supporting recreational fisheries, hunting, species restoration, migratory bird conservation, invasive species control, habitat restoration, etc.
- Are recreational opportunities created or enhanced for the public or military personnel?

### Cooperation and communication with partners

- Describe the types of coordination activities the installation engages in with the Service, State agencies and other stakeholders.
- What natural resource management teams have the installation developed or cooperated with?
- What MOUs or cooperative agreements have the installation implemented?
- What types of public involvement, support to youth, outdoor recreation programs, or other outreach activities have the installation conducted?
- Has the installation or natural resources personnel received other awards for partnership activities?

## **Military Conservation Partner Award Nomination Template**

**Installation Nominated:** *If the installation is a joint base or complex serving multiple military services, indicate which military service has the lead for natural resources management.*

**Commanding Officer Name:** *Include full name, title, address, phone and e-mail address. Some installations have an overall commanding officer along with a commander responsible for facility operations and maintenance. Typically the natural resources program is under the purview of the latter. In these cases, it is helpful to provide contact info for both individuals with a very brief explanation of their role.*

**Natural Resource Manager:** *Identify the individual responsible for the leading the installation natural resources program/s. Include full name, title, address, phone and e-mail address.*

**Date of Most Recent INRMP:** *Installations must have a compliant INRMP to be eligible for the award. While not critical to the selection process, it is helpful to provide a web link or electronic copy of the most recent INRMP. This is useful to external affairs staff in preparing award announcements and presentation materials.*

**Nominating FWS Field Office:** *Self-explanatory.*

**FWS Field Office Point of Contact:** *Self-explanatory. The point of contact will be included on the award ceremony planning team, which also typically includes the Regional Sikes Act Coordinator and Regional Office public affairs staff.*

**Justification:** *Provide comments addressing the award criteria. Highlight any partnership activities, especially with the Service. Please keep the Justification section to three pages or less. Include descriptions of the installation's cooperative conservation activities and/or projects, especially with the Service.*

**Photos:** *Please include high resolution photos (300 dpi or higher) of the natural resources program personnel in action, projects, local photos of species benefitted or partnership projects. Photos may be used to create the installation recognition and other Service promotional materials.*