

MEMORANDUM FOR: Director of Logistics

FROM : Harry E. Fitzwater
Director of Personnel Policy, Planning, and Management

SUBJECT : Federal Energy Efficiency Awards

REFERENCE : Memo from Dept. of Energy, same subject, dated
June 13, 1980 (copy attached)

Referent requests Agency Heads submit nominations for Energy Efficiency Awards to the Department of Energy by 10 July 1980. Referent also provides detailed information on awards criteria and submission procedures. In view of the short deadline and the fact that this particular submission specifically concerns transportation energy efficiency, I am forwarding this information directly to you rather than using our usual method of Agency-wide distribution. Please give me any nominations you feel are deserving of this award no later than 7 July 1980. In addition, if you know of any transportation energy efficiency accomplishments outside the Office of Logistics, I would appreciate your advising me of them.

Harry E. Fitzwater

Harry E. Fitzwater

Attachment
As stated

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OFFICE OF PERSONNEL MANAGEMENT
Incentive Awards Branch
Washington, D.C. 20415

JUN 23 1980

No. 9 SPECIAL SUPPLEMENT TO NOTES 1980
*This supplement is distributed to headquarters offices only.
Please circulate to others in your organization who have
incentive awards program responsibilities.*

ITEM #1 - Federal Energy Efficiency Awards

Attached is a copy of a memorandum from Under Secretary Bateman, Department of Energy, to Heads of Federal Departments and Agencies requesting nominations for Energy Efficiency Awards to be submitted by July 10, 1980. In view of the short deadline, you may wish to select nominees by reviewing cases at Headquarters and field levels that have received incentive awards for energy-related contributions during the time frame mentioned in the announcement. We also suggest that you coordinate the nomination process with the individual in your agency responsible for energy conservation. If you have questions, please contact: Jeffrey W. Wisoff, Phone 202-632-4575.

Attachment



Department of Energy
Washington, D.C. 20585

June 13, 1980

MEMORANDUM FOR: Heads of all Federal Departments and Agencies

SUBJECT: Federal Energy Efficiency Awards

As indicated in the letter of May 21, 1980, from Mr. R. G. Freeman, III, the Vice Chairman of the "656" Committee, the White House has established goals for greater national productivity through the more efficient use of energy by both citizens and all levels of their Government. One of the primary areas of concern is the transportation sector.

We recognize that some agencies have made significant progress during this last quarter in meeting automotive fuel goals established in the President's memorandum of April 10, 1979. Secretary Duncan has reported this to the President. Appropriate recognition of both organizations and people now is in order. You are in the best position to determine who are the real performers. On the other hand, perhaps your agency just missed the 10 percent goal, but, in fact, had a significant increase in mission. You and your management chain may want to acknowledge the Herculean effort of a particular unit, organization, installation, or facility within the agency falling into this category.

Please provide the Department of Energy with your recommendations for transportation energy efficiency awards by July 10, 1980. Attached is a guide for your use in selecting organizations and individuals you want to nominate for awards. Please try to limit your organizational awards to five entities.

If you are unable to complete your nomination by July 10, 1980, please submit them as soon as possible. They will be considered for future award ceremonies. Although this initial effort focuses on transportation, award programs for outstanding performance in other areas of energy efficiency are being developed. In these areas we will be able to give you more time for the selection and nomination process.

Additionally, I want to thank you for all your support in response to the Vice Chairman's call for help in his letter of May 21, 1980.

If you have any questions, please do not hesitate to contact Paul Brumby at 252-9467.

Worth Bateman
Under Secretary and
Chairman, "656" Committee

Attachment

TRANSPORTATION ENERGY EFFICIENCY AWARDS FOR THE FEDERAL SECTOR

I. FOCUS

The following areas of transportation energy efficiency are the focus of this program:

- o Improved performance, i.e., increased MPG and/or reduced consumption of motor gasoline/diesel fuel,
- o New ideas for techniques, devices, equipment, or procedures,
- o Effective training programs for drivers or maintenance personnel, and
- o Ridesharing/mass transit use.

There may be other associated areas in transportation energy efficiency which merit recognition. The above should not be considered all-inclusive.

II. PERIOD OF ELIGIBILITY

Generally, the period of eligibility for awards to be presented in late July 1980, will coincide with the 5/10 percent energy reduction program, directed by the President's April 10, 1979, memorandum: April 1, 1979, to March 31, 1980. A person or organization could have either performed exceptionally or been recognized during this period for previous achievement.

Waivers will be considered for exceptionally meritorious achievements which took place or were recognized outside the one-year period.

Subsequent awards will be given for ensuing periods and for a broader area of energy conservation. Transportation activity nominations not received in time for this current effort will be considered for future award ceremonies.

III. SELECTION CRITERIA

A. Statistics alone are inadequate to justify recognition. For instance, the following items may have influenced motor vehicle fuel consumption savings, but have little to do with individual efforts:

- o Weather,
- o Previous energy efficiency (e.g., those individuals and organizations who took early measures to ensure energy efficiency find it difficult to achieve high percentage gains in later years,

- o Programmed replacement of old inefficient vehicles with new high MPG vehicles, and
- o Change of an organization's mission or responsibilities.

Further, it is most difficult to compare achievements in one organization with another which has a different mission.

Therefore, there will be no specific selection criteria. Since public perception of significant achievement is of primary importance, however, for awards associated with automotive fuel savings (in contrast to new ideas, training programs, and ridesharing), the unit, organization, installation, etc., at a minimum, must have achieved a 10 percent reduction of automotive fuel in the period April 1, 1979 - March 31, 1980, as compared with the previous year. The entire Federal department or agency of the nominated unit, however, need not have made the 10 percent goal.

- B. Federal departments and agencies may establish selection criteria which are appropriate for their mission.

IV. **ELIGIBILITY** - All civilian and military personnel and organizations are eligible.

Awards will be granted in three categories:

1. Individuals who

- o Were directly responsible for the conduct of a significant transportation energy savings or program, e.g., a trainer. Such effort may be in the performance of duties or outside the scope of job responsibility, e.g., drivers who dramatically improved MPG are eligible,
- o Provided outstanding effective leadership in support of established energy conservation measured to a degree that significantly improved the transportation energy conservation program, or
- o Established or suggested new techniques, devices, equipment, or modifications to existing procedure which will/has improved energy efficiency.

2. Organizations which

- o Significantly improved transportation efficiency by some appropriate measure such as reduced fuel consumption or improved MPG,

- o Significantly improved or maintained an exceptional level of ridesharing as measured by the percentage of employees who commute by public transportation, car, and van pooling, or
- o Initiated, developed, and implemented a particularly effective driver training program.

3. Federal agencies/departments which

- o Achieved the President's 10 percent gasoline reduction goal, or
- o Exceeded 30 percent ridesharing for the entire agency, or
- o Exceeded 50 percent in agency driver training.

V. DESCRIPTIONS OF AWARDS

A. Individuals

1. The President's Award. The highest level will be a Presidential Award presented either by the President in a White House ceremony or other senior Federal official. This will be for the most impressive achievements and will be limited in number.
2. The President's Energy Efficiency Council Award. The next lower level will be for significant achievements, but not of the calibre meriting the President's personal recognition. These people will receive certificates, presented at either a regional or local ceremony.
3. Department Awards. For achievements not submitted to the national level, Federal departments and agencies are encouraged to present certificates or other appropriate recognition.

B. Organizations

Emphasis is on organizations with fewer than 2,000 people.

1. The President's Award. Similar to the above, individual award with the organization head at the White House ceremony. A "double E" (Energy Efficiency) flag will be available for display by the receiving organization. These awards are limited in number.

2. The President's Energy Efficiency Council Award and Departmental Awards similar to the descriptions of individual awards. Organizations are encouraged to issue certificates of appreciation for participation in successful group efforts.
- C. Agencies will be recognized in a manner similar to A and B.
- D. Contributions which result in tangible benefits, and otherwise meet the criteria, may also be recognized by cash awards within the framework of the Federal Incentive Awards Program.
- E. Contributions and achievements should be made a part of an individual's official personnel record. An achievement which is critical job element in the regular senior executive service review process, can also be recognized in this program.

VI. NOMINATING PROCEDURES

- A. Initiator. Any civilian or military member may nominate an individual or an organization for a transportation energy efficiency award. The nomination should be made to the person's immediate supervisor or the head of the organization's next hierarchal level.
- B. Nominations for awards should contain information in sufficient detail to permit evaluation of the achievement (e.g., motor gasoline usage figures reflecting a 15 percent drop from previous year's consumption), and will include the following:
 1. Name, grade, classification, organizational title of nominee(s) location, and a brief statement of officially assigned duties for individuals. For groups, the name, grade, and title of the head of the organization nominated as well as the organization name, location, and parent department or agency.
 2. A description of the achievement (normally limited to two pages) on which the nomination was based. Reports, staff papers, or studies, however, may be included.
 3. Statement as to whether or not nominee(s) has/have received any other award for this achievement.
 4. A proposed unclassified summary of the nomination, 75 to 100 words, highlighting the significance of the achievement, suitable for use in the awards presentation.

- C. Nominations may be processed within a department or agency by the Incentive Awards Review Board or its equivalent in organizations without this formal body. Ad hoc panels consisting of qualified individuals involved in transportation energy conservation may be used for evaluation of nominations. These individuals also may be included in deliberations of Incentive Awards Boards if transportation energy efficiency expertise is not represented. Heads of Federal agencies or departments will forward the most deserving nominations to the President's Award for Energy Efficiency Program for final screening.
- D. Nominations to the President's Award for Energy Efficiency Program are limited to 3/50,000 employees or fraction thereof, aggregating both individual and organizational submissions.

VII. SUBMISSION DATE


All nominations must be received no later than July 10, 1980, by:

President's Award for Energy Efficiency Program
U.S. Department of Energy
Room 6A-087
Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20585

IF YOU ARE UNABLE TO COMPLETE YOUR NOMINATIONS BY JULY 10, 1980, PLEASE SUBMIT THEM AS SOON AS POSSIBLE. THEY WILL BE CONSIDERED FOR FUTURE AWARD CEREMONIES.

VIII. ANNOUNCEMENT OF PROGRAM

Announcement of this program will be by "656" Committee memorandum to be printed subsequently in regular Federal communications media.

ER 7177/1 DDA
ER sent to 

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On 17 June DDA sent
to D/Log. Hasn't
heard anything back