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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350

OPNAVINST 4100.7A
Op-413
7 October 1983

OPNAV INSTRUCTION 4100.7A

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: Secretary of the Navy Energy Conservation Award Program

Ref: (a) SECNAVINST 4100.8A (NOTAL)
(b) NTP 13(A), Flags, Pennants and Customs

- R) 1. **Purpose.** To issue procedures for conduct of and participation in the Secretary of the Navy Energy Conservation Awards Program within the Navy.
2. **Cancellation.** OPNAV Instruction 4100.7.
- D) 3. **Background.** Reference (a) established the Secretary of the Navy Energy Conservation Awards to recognize Navy and Marine Corps activities for outstanding accomplishments in energy conservation and energy management during the preceding fiscal year. The objective of this awards program is to promote excellence in energy conservation and energy management within the Department of the Navy by recognizing Navy and Marine Corps units and activities. Recognition will be given for outstanding leadership in energy management, innovations in the improvement of energy efficient equipment, and energy conserving approaches to training, daily operations, housekeeping, and maintenance.
- R) 4. **Policy**
- A) a. **General.** All ships, squadrons, stations, and other activities are strongly encouraged to participate in this program as an effective means of promoting innovative and effective energy management within the Navy. The intent of this program is to recognize achievements at the activity level. While headquarters staffs having direct facilities management responsibilities may compete for awards, other headquarters staffs, afloat or ashore, will not generally be considered.
- b. **Award categories.** Navy units and activities are eligible for awards in seven categories:
- (1) Ships (crew of 400 or more);
 - (2) Ships (crew of less than 400);

- (3) Aviation squadrons;
 - (4) Shore activities (500 or more full-time personnel);
 - (5) Shore activities (less than 500 full-time personnel);
 - (6) Industrial activities; and,
 - (7) Navy units in SNDL Part 1, other than ships and aviation squadrons. (A)
- c. **Award criteria.** The following functional areas will be weighted as shown in the selection of winners of the Secretary of the Navy Energy Conservation Award: (R)
- (1) Awareness of and compliance with energy management directives (10 percent).
 - (2) Energy Management planning (15 percent).
 - (3) Efficient use and maintenance of energy consuming, producing, and distribution equipment (25 percent).
 - (4) Innovative improvements in existing equipment and procedures or development of new processes or equipment to address energy management problems (10 percent).
 - (5) Training of personnel in energy awareness and energy management methods (10 percent). (A)
 - (6) Command commitment to effective energy management (percent). *eh 1 4 JAN 84* (A)
 - (7) Effectiveness of energy management organization (5 percent). (A)
 - (8) Results of energy management program (20 percent). (A)
- d. **Energy Conservation Award flag.** Each award winner is authorized to fly the Secretary of the Navy Energy Conservation Award flag until the Secretary announces the award winners for the following year. The flag will be flown in accordance with paragraphs 01.04.0310 and 01.04.0320 of reference (b). The flag is described in paragraph 01.12.0960 and illustrated at the bottom of page D-16 of reference (b). (A)



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5. Action

R) a. Major claimants shall:

(1) Solicit subordinate commands for candidates in each appropriate award classification.

(2) Conduct initial evaluations of candidates and select nominees not to exceed the following quotas:

(a) Ships (crew of 400 or more)

CINCLANTFLT: 2
CINCPACFLT: 2

(b) Ships (crew of less than 400)

CINCLANTFLT: 3
CINCPACFLT: 3
COMSC: 1

(c) Aviation squadrons

CINCLANTFLT: 3
CINCPACFLT: 3
CNET: 1
CNAVRES: 1

(d) Shore activities (500 or more full-time personnel)

CINCLANTFLT: 2
CINCPACFLT: 2
~~CHNAVMAF: 2~~
CNET: 2
COMNAVMEDCOM: 2
All others ~~MAJOR CLAIMANTS~~ ^{2 each ch 2 NAUG 85}

(e) Shore activities (less than 500 full-time personnel)

CHNAVMAF: 3
CINCLANTFLT: 2
CINCPACFLT: 2
CNET: 2
CNAVRES: 2
COMNAVMEDCOM: 2
All others: 1 each

(f) Industrial activities

~~CHNAVMAF: 3~~
~~CINCPACFLT: 1~~
ALL MAJOR CLAIMANTS 1 each

(g) Units in SNDL Part 1, other than ships and aviation squadrons

CINCLANTFLT: 3
CINCPACFLT: 3
All others: 1 each

(3) Not later than 15 February, transmit nominations to Chief of Naval Operations (OP-41) accompanied by entrants' documentation. Entrants' documentation must be provided to demonstrate accomplishments justifying the award. Documentation should be provided in 8 1/2 by 11 inch format in three-ring binders to facilitate processing. Only one copy of each package is required. Packages will not be returned.

(4) Ensure that only those activities with truly deserving programs, meeting the criteria set forth in enclosure (1), are forwarded for consideration by CNO. REFERENCE (a), ch 1 4 JAN 84

(5) Give appropriate recognition to activities excelling in energy management and publicize successful initiatives reported by competition entrants.

b. Deputy Chief of Naval Operations (Logistics) (R) shall:

(1) Establish evaluation panels of three members each from among personnel assigned to Navy Department headquarters or other persons having appropriate expertise in the field of energy management. There will be four panels, one each for ships (large and small), shore activities (large and small), industrial activities, and aviation squadrons/other SNDL Part 1 units.

(2) Ensure that each panel member is capable of evaluating each nominee impartially.

(3) Ensure that one member of the aviation squadron/other Fleet and field unit panel is a Marine Corps representative.

(4) Provide grading criteria to each panel.

(5) Review the panels' recommended award winners. Not later than 15 March forward a resume for each

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recommended winner for approval and announcement by the Secretary of the Navy.

(6) Arrange for presentation of awards.

6. Report. The report contained in paragraph 5 is assigned symbol OPNAV 4100-13 and is approved for 3 years only from the date of this directive.

T. J. HUGHES
Deputy Chief of Naval
Operations (Logistics)

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