



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 4101.2A
ASN EI&E
15 Mar 2019

SECNAV INSTRUCTION 4101.2A

From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY ENERGY EXCELLENCE AWARDS
PROGRAM

1. Purpose. To establish guidance and assign responsibility for the execution of the annual Secretary of the Navy (SECNAV) Energy Excellence Awards Program.
2. Cancellation. SECNAVINST 4101.2.
3. Background. The SECNAV Energy Excellence Awards are established to recognize those Navy and Marine Corps activities that have demonstrated exceptional leadership and sustained excellence in energy program management that contributes to energy security, improved readiness and mission capability across the Department of the Navy (DON).
4. Applicability. Applies to the Office of the SECNAV, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy and U.S. Marine Corps commands.
5. Policy
 - a. Award Categories. SECNAV will recognize one command in each of the following categories:
 - (1) Installation (Large). This category is for DON installations with energy consumption greater than or equal to 500,000 million British Thermal Units (BTU) during the fiscal year.
 - (2) Installation (Small). This category is for DON installations with energy consumption less than 500,000 million BTU during the fiscal year.
 - (3) Afloat (Large). This category is for commissioned afloat combatant and amphibious naval units with crews greater

than or equal to 400 personnel.

(4) Afloat (Small). This category is for commissioned afloat combatant and amphibious naval units with crews less than 400 personnel.

(5) Afloat (Logistics). This category is for auxiliary ships including all civil manned ships from the combat logistics force under Military Sealift Command.

(6) Aviation (Large). This category is for DON air group sized units operating under aircraft controlling custodians.

(7) Aviation (Small). This category is for DON squadron and detachment sized units operating under aircraft controlling custodians.

(8) Expeditionary. This category includes all DON deployed expeditionary units.

(9) Technology Development and Acquisition. This category is for DON activities that have demonstrated exceptional leadership and/or innovation in developing technologies, acquisition methods or contract management practices with the potential to significantly improve energy performance on a service-wide level.

b. Award Criteria and Selection of Winners

(1) Activities selected for SECNAV Energy Excellence Awards must have demonstrated superior initiative, measurable improvements in energy security, and sustained commitment to a ready, mission-capable Navy and Marine Corps.

(2) Specific award criteria will be described in the SECNAV Energy Excellence Awards Guidance All Navy (ALNAV) released each fiscal year.

(3) Nomination packages submitted shall be based on prior fiscal year data and accomplishments.

(4) Nomination packages that are non-compliant with specifications contained in the Guidance ALNAV will not be considered.

(5) A selection board will evaluate all submissions

against the annual criteria published in the Guidance ALNAV and submit the award selections to Assistant Secretary of the Navy (Energy, Installations and Environment) (ASN (EI&E)) for final approval.

c. Recognition of Recipients

(1) Recipients of the SECNAV Energy Excellence Awards will be announced in an ALNAV message and will be commended in a Washington DC-area ceremony hosted by SECNAV or his or her representative.

(2) Recipients will be presented with a commemorative trophy and a SECNAV energy flag that recipients may fly for a period of one year from the date of award.

d. Timeline

(1) The Guidance ALNAV will be published in the first quarter of each fiscal year.

(2) Nomination packages will be due to ASN (EI&E) in the second quarter of each fiscal year.

(3) Award winners and ceremony details will be announced in the third quarter of each fiscal year.

6. Responsibilities

a. ASN (EI&E):

(1) Implement and execute the SECNAV Energy Excellence Awards Program;

(2) Prepare an annual ALNAV message announcing the SECNAV Energy Excellence Awards submission cycle and fiscal year guidance;

(3) Convene and chair the awards selection board to determine the winners from submitted nomination packages;

(4) Prepare an ALNAV message announcing the award winners and the date and location of the awards ceremony;

(5) Coordinate the planning for and scheduling of the annual awards ceremony; and

(6) Provide SECNAV flags and trophies to award winners.

b. Assistant Secretary of the Navy (Research, Development and Acquisition(ASN (RD&A))): Provide one operational energy representative to serve on the SECNAV Energy Excellence Awards selection board.

c. CNO and CMC:

(1) Issue service-level guidance to formalize existing energy performance assessment programs no later than 180 days from date of signing of this instruction;

(2) Provide one operational energy representative and one installation energy representative to serve on the selection board;

(3) Provide support, as required, for the administration of the Energy Excellence Awards Program;

(4) Ensure nomination packages conform to the guidance specified in the annual ALNAV announcement; and

(5) Submit endorsed nomination packages to ASN (EI&E) in accordance with annual guidance.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.



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Assistant Secretary of the Navy
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Distribution:

Electronic only, via Department of the Navy Issuances Web site
<https://www.secnav.navy.mil/doni/default.aspx>