



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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May 23, 2002

In Reply Refer To:

1400-451 (P)
(CA-945)

EMS TRANSMISSION: 5/23/02
Information Bulletin No. **CA-2002-044**

To: ACOs

From: DSD, Support Services Division

Subject: Award for Outstanding Achievements in Water and Energy Conservation and Energy Efficiency
DD: 06/07/02

Nominations for the subject award are being requested through Washington Office Information Bulletin No. 2002-095, dated April 26, 2002. Please follow the instructions and criteria provided in the attached memorandum when submitting your nominations.

Nominations should be forwarded to Angie Dailly, Branch of Human Resource Services (CA-945) no later than June 7, 2002. All nominations from BLM California will be consolidated and forwarded to Washington as a package. If you have any questions, please contact Angie Dailly, Human Resource Services at (916) 978-4476.

Signed by:
Annisteen Tate-Cammack
Acting DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment

1- Information Bulletin No. 2002-095
with attachment

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

April 26, 2002

In Reply Refer To:
1400-451 (WO-710)P

EMS TRANSMISSION {05/14/2002}
Information Bulletin No. 2002-095

To: DD, ADs, SDs and CDs
Attention: Servicing Personnel Officers

From: Assistant Director, Human Resources Management

Subject: Award for Outstanding Achievements in Water and Energy Conservation and Energy Efficiency
DD: 06/14/2002

This Bulletin forwards information on a new Department of the Interior Award which recognizes:

- C Innovative practices and use of technology
- C Cost savings
- C Significant energy reduction and efficiency
- C Planning and partnering on significant energy consumption reduction activities with other bureaus, federal agencies, or commercial organizations, and
- C Other significant achievements having a positive effect on public, Departmental and/or bureau conservation efforts

The Award criteria and nomination procedures are contained in the attachment.

An original and one copy of the nomination should be submitted, by June 14, 2002, to the Assistant Director, Human Resources Management, 1849 C Street, N.W., Mail Stop 5628, Washington, DC 20240, Attention: Louise Harris, Executive Initiatives Group (WO-710). Questions concerning the Award may be directed to Ms. Harris at (202) 501-6723.

Signed by:
Concetta B. Stewart
Acting Assistant Director
Human Resources Management

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment

1 - Award criteria and nomination procedures (3 pp)

Directives forwarded to State Director, CA-940, CA-945

5/14/02

DEPARTMENT OF THE INTERIOR
AWARD FOR OUTSTANDING ACHIEVEMENTS IN WATER AND ENERGY
CONSERVATION AND ENERGY EFFICIENCY

AWARD CRITERIA: The Department of the Interior Award for Outstanding Achievements in Water and Energy Conservation and Energy Efficiency recognizes:

- Innovative practices and use of technology;
- Cost savings;
- Significant energy reduction and efficiency;
- Planning and partnering on significant energy consumption reduction activities with other bureaus, federal agencies, or commercial organizations; and
- Other significant achievements having a positive effect on public, Departmental and/or bureau conservation efforts

In areas including: energy conservation, water conservation, procurement of energy efficient products and technology, facility energy management showcases, energy management systems, energy stewardship, fleet innovations, and outreach and education.

AWARD CATEGORIES and ELIGIBILITY:

- C **Individual:** Up to (2) two awards (1 per project) for any employee(s) of the Department of the Interior, its bureaus and offices (at any grade level);
- C **Group:** Up to (2) two awards for any bureau, office, or subdivision thereof (e.g., team) with special emphasis on those bureaus or offices whose program has been implemented bureau - or office-wide. Federal employees from other agencies, contractor employees, and cooperative partners are eligible for recognition as participating members of a nominated group. One single award per team will be presented for display in a common area.

NOMINATION PROCEDURES:

- Nominations may be made at any level within the Department and must include a detailed description of the accomplishment and identification of benefits, i.e., cost/energy savings must be quantified.
- For each individual or group nominee, the attached Nomination Form must be completed and submitted.
- Concurrence by bureau/office Director, or designee, is required for all nominations. A signature block is provided on the Nomination Form.
- Nominations must be forwarded to the Director, Office of Acquisition and Property Management (PAM).

- A committee comprised of policy officials, including the Deputy Secretary, Chief of Staff, Deputy Chief of Staff, and the Assistant Secretary - Policy, Management and Budget, will review the nominations and select award recipients. The committee reserves the right not to grant awards if the nominations do not merit recognition.

FREQUENCY AND TIMING OF AWARD: Awards will be presented annually for previous fiscal year accomplishments. For the 2002 awards, nominations will be accepted from the time of announcement to Friday, June 28, 2002. Nominations will be evaluated, and award notifications issued in September 2002. The 2002 awards will be presented in October 2002, in conjunction with Energy Awareness Month activities at the Main Interior Building in Washington, DC.

AWARDS: Award recipients will receive an inscribed plaque recognizing their achievements. The nominating organization is also encouraged to acknowledge nominees through additional honor awards or monetary recognition.

GUIDANCE FOR AWARD SUBMISSION: By June 28, 2002, complete the attached form and submit to: Director, Office of Acquisition and Property Management, Office of the Secretary, Department of the Interior, 1849 C Street, N. W., Mail Stop 5512, Washington, DC 20240.

QUESTIONS:

If you have any questions regarding the award program, please contact Willie Davis, Office of Acquisition and Property Management, on 202-208-3158.

Attachment

NOMINATION FORM FOR DEPARTMENT OF THE INTERIOR AWARD FOR
OUTSTANDING ACHIEVEMENT WATER AND ENERGY CONSERVATION AND
ENERGY EFFICIENCY

Date

Nominee: (Attach list for group nominations)

Project Title:

Organization: Address:

Nominated by:

Name and title

Concurrence: _____
Bureau/Office Director

Concurrence: _____
Bureau Assistant Director for Administration

Please keep your submission to no more than two single-spaced pages. Include the following in your submission:

1. Description of Accomplishment (for example, what was achieved, why was it undertaken, what were the objectives, scope of project, level of difficulty, for whom was it done, where was it done, what was the nominee(s) specific role, etc.).

2. Significance and Benefits (for example, quantitative benefits where possible, community affected, long-range implication, etc.).