



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
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February 6, 2004

In Reply Refer To:  
1400-451 (P) CA-945

EMS TRANSMISSION: 2/6/04  
Information Bulletin No. CA-2004-023

To: ACO's

From: DSD, Support Services Division

Subject: 2004 Secretary's Four C's Award

**DD: 02/13/2004**

The official call from the Department for submission of the 2004 nominations has now been received, with a very short timeframe.

This is an honorary award to recognize significant contributions in achieving our goal of conserving our country's natural resources through communication, conservation and cooperation.

By Memorandum, from the Director, Office of Personnel Policy, Washington, D.C., dated January 30, 2004, and attachments, you are given criteria and nomination procedures for 2004 submissions.

Due to time constraints, any nomination you wish to be considered in the 2004 cycle, **must be received by WO-700 no later than February 13, 2004**. To expedite delivery, it is suggested that submissions be forwarded via Federal Express (which may take up to 3 days from California) to:

Assistant Director, Human Resources Management (WO-700)  
1849 C Street, N.W., Mail Stop 3023  
Attention: Louise Harris  
Washington, D.C. 20240

Please also forward a copy of your submission, by Federal Express, to:

BLM, California State Office  
Attention: Virginia R. Horton (CA-945)  
2800 Cottage Way, Suite W-1834  
Sacramento, CA 95825

Questions concerning the Award or procedures may be directed to Louise Harris at  
(202) 501-6723.

Signed by:  
Karen Barnette  
DSD, Support Services

Authenticated by:  
Richard A. Erickson  
Records Management

4 Attachments

- 1 – Memorandum, Carolyn Cohen, Director, Office of Personnel Policy, dated 01/30/04  
(1 pg)
- 2 – Memorandum, Carolyn Cohen, Director, Office of Personnel Policy, dated 10/06/03  
(1 pg)
- 3 - Memorandum, P. Lynn Scarlett, Assistant Secretary, Policy, Management & Budget,  
dated 09/02/03 (3 pp)
- 4 – Nomination Procedures (3 pp)

January 30, 2004

Memorandum

To: Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: Carolyn Cohen *(signed)*  
Director, Office of Personnel Policy

Subject: Secretary's Four C's Award

This memorandum is to request nominations for the 2004 Secretary's Four C's Awards. This honorary award is to recognize individuals or groups who make extraordinary contributions to the service of conservation through consultation, cooperation, and communication.

Criteria and nomination procedures for the 2004 awards were provided in the September 2, 2003, memorandum, copy attached, from P. Lynn Scarlett, Assistant Secretary for Policy, Management and Budget. Nominations must be submitted by regional offices to bureau/office headquarters for concurrence of the bureau head, and forwarded to the appropriate Assistant Secretary for concurrence, prior to submitting the nominations to the appropriate personnel office. Up to, but no more than, five nominations per bureau/equivalent office may be submitted. The nominations must be submitted to the Office of Personnel Policy by February 23, 2004.

I encourage you to nominate employees throughout the Department for their efforts in achieving our goal of conserving our country's natural resources.

ATTACHMENT 1

October 6, 2003

Memorandum

To: Bureau/Equivalent Office Personnel Officers

From: Carolyn Cohen *(signed)*  
Director, Office of Personnel Policy

Subject: 2004 Secretary's Four C's Awards

We are providing the attached memorandum for your information and action. This September 2, 2003 memorandum from P. Lynn Scarlett, Assistant Secretary for Policy, Management and Budget, advised senior officials of the inaugural Secretary's Four C's Award winners and provided the criteria and nomination procedures for the 2004 award nominations.

Please ensure this award information is distributed throughout your bureau/equivalent office immediately. The 2004 Secretary's Four C's Award nominations will be due in February 2004; however, we will issue a call for nominations with a specific due date in February. Up to, but no more than five nominations per bureau/equivalent office may be submitted. Nominations may be made by field, regional, and/or headquarters offices. Nominations must be submitted by regional offices to bureau/office headquarters for concurrence of the bureau head, and forwarded to the appropriate Assistant Secretary for concurrence.

The Office of Personnel Policy's point of contact for awards is Jackie Johnston at (202) 208-0144 or E-mail at [Jacqueline\\_Johnston@ios.doi.gov](mailto:Jacqueline_Johnston@ios.doi.gov).

ATTACHMENT 2

September 2, 2003

Memorandum

To: Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Equivalent Offices

From: *(signed) P. Lynn Scarlett*  
Assistant Secretary – Policy, Management and Budget

Subject: Secretary's Four C's Award

Last September we announced the creation of a new honorary award to recognize significant contributions in achieving our goal of conserving our country's natural resources through communication, conservation and cooperation. At our 2003 Senior Executive Service conference, the Secretary presented the first Four C's Awards and recognized the recipients for their outstanding accomplishments.

These inaugural awards were granted to:

- Bureau of Land Management: Cary Ostenhaus and the Roseburg District Resource Advisory Committee were recognized for their efforts to restore the ecosystem and improve the infrastructure in the Roseburg District and on adjacent public lands. The 15 member committee has used consensus to make all of its decisions in reviewing and recommending projects for funding, an impressive accomplishment for a group that represents a wide variety of interest groups.
- Bureau of Reclamation: The staff of the Wyoming Office of the Great Plains Region was recognized for their project, Restoration of Flows in the North Platte River Below Pathfinder Dam. In cooperation with Wyoming Game and Fish Department, to re-establish and enhance fish and wildlife habitat, the staff conducted long-term negotiations with sister agencies and numerous partners.
- Minerals Management Service: Mary Elaine Dunaway and Fred Piltz were recognized for their project, Tidepool Math, which is a marine science and math-based educational program that applies MMS science research programs to the K-12 grade science curricula in local Southern California schools. The program was demonstrated at the 2003 National Science Teachers Association Convention. It is an outgrowth of the collaboration between a network of research scientists and almost 20 federal, state, local and academic groups.

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- National Park Service: David Spirtes, Superintendent, Western Arctic Parklands, Alaska, was recognized for development of the Western Arctic Caribou Herd Management Plan. He played a key leadership role in forming a partnership of stakeholders that successfully developed a cooperative management plan for the Western Arctic caribou herd. Partnering with the Alaska Department of Fish and Game to develop the plan with federal, state, tribal governments and a diversity of stakeholders to address a wildlife population with emphasis on population conservation and harvest management.
- Office of Surface Mining: The AMDTreat (Acid Mine Drainage Treatment) Development Team was recognized. The Team included Robert McKenzie, Harry Morris, Dave Angor, Brent Means, Lois Uranowski, Bill Arthur, Dennis Clark, Eugene Hilton, and Michael Di-Matteo. The Team developed a computer program application designed to accurately estimate site-specific abatement costs for pollutional mine damage (Acid Mine Drainage). A team, consisting of members from Office of Surface Mining, state government and industry, developed a computer program, which accurately estimates the annual cost of treating AMD in a site-specific manner.
- U.S. Fish and Wildlife Service: Jack Fancher, Project Manager U.S. Fish and Wildlife Service Coastal Program in San Diego Bay was recognized for his leadership in coalescing a partnership of federal and state agencies, community and industry representatives that has labored for half a dozen years to clear the way for the Bolsa Chica Lowlands Restoration Project in Southern California. Carl Schwartz, State Program Coordinator, New York, was recognized for his work with the Partners for Fish and Wildlife Program. Since 1991, Mr. Schwartz has provided technical and/or financial assistance to 2,500 private landowners (including tribes) in New York. With the average size of a restoration project in New York being about 10 acres, he has helped private landowners restore over 15,000 acres of wetland, native grassland, forest land and 40 miles of stream and stream-side habitat.

The Fish and Wildlife High Plains Partnership Team was recognized for its partnership efforts. The Team has formed the High Plains Partnership between the U. S. Fish and Wildlife Service and eleven state fish and wildlife agencies to conserve declining habitats on private lands, in the High Plains Region. The goal of the Partnership is to improve status of “at-risk” species and ecosystems on private lands. The partnership has enrolled more than 90,000 acres in five states in Candidate Conservation Agreements and Public Lands Agreements, and participated in 14 “Ranch Conservations” in five states to communicate with landowners and solicit their conservation recommendations.

The Whooping Crane Eastern Partnership Team was recognized for developing the Whooping Crane Eastern Partnership, which is a consortium of non-profit organizations and government agencies working together to create a self-sustaining flock of endangered migratory whooping cranes in Eastern North America. Numerous agencies have donated their resources, funding and personnel to support the partnership.

- U.S. Geological Survey: Dr. Samuel N. Luoma was recognized for his outstanding contributions in establishing strong and effective relations with a broad array of stakeholders in the management of California's natural resources as part of the CALFED-Bay Delta Program. He led cooperative efforts with multiple agencies, and multiple stakeholders representing the agriculture, water-user, land-development, and environmental communities. He was charged with developing and implementing a long-term comprehensive plan to restore ecological health and improve water management.

Congratulations to this year's award winners. We look forward to recognizing additional participants next year and in the years ahead. The attached information regarding the criteria for the award and nomination procedures should be widely circulated in your organization. The call for the 2004 nominations will be made in February, 2004.

## SECRETARY'S FOUR C's AWARD

**INTRODUCTION.** Conserving our Nation's natural resources has always been one of the Department of the Interior's top priorities. Our conservation mission can only be fully achieved by enlisting the assistance of many citizen stewards who embrace with us an appreciation and care for the land, water, and resources entrusted to our care. The Four C's philosophy (Consultation, Cooperation and Communication, all in the service of Conservation) serves as a guide to these most important activities.

The Four C's Award is established to recognize Department of the Interior employees, and/or a group or team of employees who demonstrate exceptional contributions, methods, and efforts to promote collaborative efforts which build place-based community and citizen stewardship.

Overall, an individual and/or group/team nominated for this award must demonstrate excellent cooperative relationships with all those involved in decisions that concern our Nation's natural resources, creating win-win situations for the Department, communities, and the environment. Individuals and/or groups/teams nominated for this award must also demonstrate harmony in working relationships with: federal, state, tribal, and local governments; private landholders; and private sector businesses, and non-profit organizations, enabling the Department to make sustainable, environmentally and economically sound decisions concerning natural resource conservation.

**ELIGIBILITY.** All Department of the Interior employees, group or team of employees, at any grade level are eligible for this award. The time limit for recognizing employees or group/team of employees must be within one year of accomplishments or project completion.

**AWARD.** This award consists of a certificate signed and presented by the Secretary and a citation outlining the accomplishments.

**CRITERIA.** The following are the criteria for the Four C's Award.

1. **Consultation.** The individual and/or group/team must demonstrate initiative and competency in working closely with the public, other government agencies, and other organizations in building trust, both within and outside the DOI. The individual and/or group/team visibly and effectively communicate the vision of conservation through one-on-one and multi-party discussions; they share views and recommendations on programs and policies of the Department with those interested in our decisions; they seek to facilitate decisions that achieve conservation goals while maintaining thriving communities; and work hand-in-hand with private citizens and other organizations to achieve key results for conservation.

- 2. Cooperation.** The individual and/or group/team must demonstrate entrepreneurial initiative and skills in establishing cooperative and constructive relationships, networks and alliances. An individual and/or group/team must have demonstrated significant achievements, working with others such as private landowners and other organizations to accomplish the Department's mission in an environmentally and economically sound manner. Where appropriate, the individual and/or group/team should utilize joint-interest approaches, such as facilitation, mediation, and other alternative dispute resolution processes, to overcome obstacles and build support for agreed-upon solutions.
- 3. Communication.** The individual and/or group/team must demonstrate vision and excellence in communicating effectively in building the basis for partnership activities. These efforts would include well planned and successful efforts to solicit, receive, listen, and/or act upon input from the public in a responsive and timely fashion. The outreach effort should be broad and inclusive. Such efforts might include: working to provide educational sessions for the public; involving school children and youth groups in conservation efforts; inspiring and engaging members of the community who might not otherwise take an active role in local environmental decision-making and solution options; sharing responsibilities for project successes; and using innovative approaches to communicate with the public whether via videos, brochures, other publications and/or use of appropriate formats to reach people with disabilities.
- 4. Conservation.** The individual and/or group/team must demonstrate exceptional methods of promoting and encouraging the preservation, conservation, and environmentally sound development of the Nation's resources. To be considered for an award, the nominees must demonstrate the steps taken to build wide-spread interest and support from local citizens, landowners, tribal leaders, local and/or national conservation groups and state and local governments. These efforts should demonstrate outstanding contributions in the conservation of our Nation's natural, cultural, or historical resources. The solutions embraced should demonstrate effective community-based problem-solving. The efforts should extend conservation beyond Federal lands to a broader landscape which also includes private landowners and groups, and other governmental entities.

**NOMINATION PROCEDURES.** A call for nominations will be made each year, typically in February. Nominations may be made by field, regional and/or headquarters offices. Up to, but no more than five nominations per Bureau will be accepted. A DI-451 Award Certification Form must accompany each nomination and must be prepared with a citation and a justification in support of the nomination.

Each nomination must be in writing and include:

- (1) a citation of no more than one page in length (12 point), and
- (2) a justification of no more than three pages (12 point) that clearly documents significant contributions and achievements in each of the Four C's criteria. The justification should be descriptive of on-the-ground place-based conservation, and show shared responsibility among citizens, communities and interest groups to achieve environmental, social and economic goals, and demonstrate collaboration. The nominations should reflect the caliber of contributions that warrant special national recognition.

The nominations must be submitted by regional offices to Bureau headquarters for concurrence; the Bureau head and the appropriate Assistant Secretary must concur on all nominations forwarded to the Assistant Secretary - Policy, Management and Budget. These nominations and recommendations must be completed by March 31.

**SELECTION.** Each Assistant Secretary will designate a member to serve on the Four C's Awards Selection Panel. This individual should be a highly recognized authority in the area of conservation and/or for their partnership and collaboration experience. The Four C's Awards Selection Panel will review nominations and recommend award nominees through Assistant Secretary - Policy, Management and Budget for consideration by the Secretary.

**PRESENTATION.** Awards will be scheduled for presentation by the Secretary, typically in the spring of each year.