

SECRETARY'S ANNUAL EQUAL OPPORTUNITY AWARDS

INTRODUCTION. The Secretary's Annual Equal Opportunity Awards are designed to encourage individuals, supervisor, managers and organizations who have demonstrated outstanding work and commitment in strengthening and promoting the equal opportunity program of the Department of the Interior. Because equal opportunity is a responsibility of all employees in the Department these awards are directed to six different categories with the intent of recognizing every level in our workforce. An additional category has been reserved for the Secretary's special recognition of an external organization, group, or individual working in partnership with the Department to enhance equal opportunity principles within the Department. One award in each category may be given each year.

PURPOSE. The purpose of these awards is to recognize individuals, supervisors, managers, and organizations which have demonstrated exemplary service to the Department in the area of equal opportunity and to highlight and focus attention on these accomplishments.

ELIGIBILITY. Departmental employees at all grade levels are eligible to receive a Secretary's Annual Equal Opportunity Award. It is intended that those in human resource management positions be recognized through other recognition programs based on performance. In addition, in exceptional circumstances, an individual group or organization outside the Department may be given a special Secretary's Annual Equal Opportunity Award.

CRITERIA. Nominees in the following categories must demonstrate a significant contribution to the enhancement of equal opportunity in the Department of the Interior.

1 - Employee Achievement. Non-supervisory employees who have contributed observable and measurable contributions through unusually effective leadership, skill, imagination innovation, and perseverance.

2 - Management Achievement. a. Managers and/or supervisors, GS/GM-15 and below, who have developed and implemented initiatives within their organization that support equal opportunity and affirmative action objectives. Their activity should result in positive changes in the areas of recruitment, employment, upward mobility, or other developmental programs.

b. It is intended that Members of the Senior Executive Service be recognized for equal opportunity contributions through regular SES recognition programs. However, if additional special recognition is deemed appropriate SES members are to be recognized separately from GS/GM managers and supervisors.

3. Organizational Achievement. Organizational units at any level which demonstrate exceptional and positive advancement of equal opportunity within the organization as a team effort. Organization units may be of any size.

4. Special Emphasis Achievement. Individuals who have contributed significantly to the employment and advancement of women and/or minorities through the various special emphasis programs for women, Hispanics, African-Americans, Native American/Alaskan Natives, Asian American/Pacific Islanders and/or other established groups. Contributions may be made in such areas as training programs, community involvement effective recruitment, cultural awareness and increased representation of minorities and women.

5. Selective Placement Achievement. Individuals who have made a significant contribution to the employment or advancement of disabled persons. Contributions may be made in such areas as training programs, effective recruitment, and increased representation of disabled persons.

6. Long-Term Achievement. Awarded to an organization, a group, or an individual, who has designed, developed and instituted a successful equal opportunity program, addressing a special audience that has extended over a decade or more. A special audience may include minority: scientists, law enforcement officers, recreation specialists, etc.

7. Partnership Achievement. An individual, group or organization outside the Department of the Interior which has directly contributed toward equal opportunity in the Department.

NOMINATIONS. Nominations are to be prepared in the attached format. The appropriate category should be checked and a description in specific terms of the work or contribution for which the nomination is being submitted should be provided. Nominations initiated by anyone having knowledge of the accomplishment or action. An original and 8 copies of the nomination(s) are to be forwarded by the bureau head through the appropriate Assistant Secretary, to the Director for Equal Opportunity by August 1 of each year or when solicited.

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SELECTION. Selection will be made by the Director for Equal Opportunity.

AWARD. The award consists of a certificate signed by the Secretary and a citation outlining the accomplishment. Only one award in each category may be granted each year.

PRESENTATION. Presentation will be made by the Secretary at the annual Departmental Honor Awards Convocation, or at an appropriate ceremony.

SECRETARY'S EQUAL OPPORTUNITY AWARDS NOMINATION

CATEGORY
(please check one)

Employee Achievement

Special Emphasis Program
Achievement

Management Achievement

Selective Placement
Program Achievement

Organizational Achievement

Long-Term Achievement

Partnership Achievement

Bureau _____

Nominee _____

Title and Grade, if Individual _____

Attach Description of Achievement or Contributions. (Nominations
are limited to 2 pages.)

Recommending Official _____

Bureau Head _____

Assistant Secretary _____

Director for Equal Opportunity Approval _____