

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

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To: All WO and FO Officials

From: Director

Subject: National Volunteer Awards

DD: 1/23/98

Nominations for the National Volunteer Awards should be submitted to Leslie Schwager of the Environmental Education and Volunteers Staff, through the State Offices, by January 23, 1998.

Attachment 1 outlines the nomination process and guidelines for the National Awards Program. Adopted in 1995, the program aims to recognize employees and volunteers who make a significant contribution to the Bureau of Land Management's Volunteer Program. Naturally, several factors will influence the selection of award recipients, including the caliber of their service and the value of their contribution to the BLM.

Selections will be made by the middle of February and those selected will be flown to Washington, D.C. during National Volunteers Recognition Week, April 12-18, to participate in an awards ceremony. Travel and ceremony costs for recipients will be covered by the Washington Office.

If you have any questions about the Volunteer Awards Program, please contact Leslie Schwager (202) 452-7733 or 452-5078.

Signed by:
Leslie Schwager
Acting, Group Manager,
Environmental Education
and Volunteers Group

Authenticated by:
Robert M. Williams
Directives and Records
Group, WO540

1 Attachment
1-National Volunteer Awards Criteria (1 p)

National Volunteer Awards

Criteria (nominees should meet one or more of the following criteria):

- Serving the land and the people
- Degree to which volunteer contribution supports BLM's mission
- Raising the awareness of the public to conserve and protect the public lands
- Building partnerships or stewardship opportunities
- Contribution in support of the volunteer program

Eligibility

- Individual volunteers, hosted workers, and groups
- Employees

Nomination Process

- Nominations must be submitted to the Washington Environmental Education and Volunteers Team by January 23, 1998.
- Nominations should be sent to the State Office for processing before submission to the Environmental Education and Volunteers Group.
- Nominations should not be longer than one page. The nomination should include the following:
 - Nominee's Name
 - Address
 - Phone
 - BLM Contact/Employer Supervisor
 - Length of Volunteer's Service (if applicable)
- Narrative which describes the nominee's "making a difference" contribution, for example:
 - work/project description
 - significance/value to BLM

*The conclusion to the narrative should include a two to three sentence summary describing the difference made to the BLM.

Selection Process

A selection committee consisting of one or more Washington Office employees, one field employee (or one employee with field experience), one or more representatives from external organizations, i.e. The Red Cross, American Hiking Society, Fish and Wildlife Foundation, Congressional staff, will convene to judge the award nominations. Judges are not required to select a specific number of winners; rather, they are encouraged to select the nominees that they deem have made a significant difference in helping the Bureau manage the public lands.

- Presentations will be made during National Volunteers Week, April 12-18, 1998, in Washington, D.C.
- Recipients are flown to Washington, D.C. where the Director will present the award(s) during National Volunteers Recognition Week.