



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Washington, D.C. 20240

<http://www.blm.gov>

**MAY 19 2003**

### Memorandum

To: Assistant Directors, State and National Center Directors

From: Michelle Stroman (Signed)  
Acting Equal Opportunity Officer

Subject: Call for Nominations: Secretary's Annual Diversity Awards

The Office of the Secretary, U.S. Department of the Interior (Department), has announced a call for nominations for the Secretary's Annual Diversity Awards. These awards are designed to recognize individuals and organizations that have demonstrated leadership, vision and management contributions to the Department's Equal Opportunity and Workforce Diversity Programs.

There are seven categories of awards: Employee Achievement, Management Achievement, Organizational Achievement, Accessibility/Employment of Persons with Disabilities Achievement, Special Emphasis Achievement, Long-Term Achievement, or Partnership Achievement. Nominations are being accepted for all categories as described in the attached memorandum from the Deputy Assistant Secretary for Human Resources and Workforce Diversity dated April 9, 2003, and addressed to Bureau and Office Heads, et. al.

Managers, who would like to make nominations, are encouraged to do so by June 16, 2003, and submit the recommendations to the Washington Office. Nominations should be submitted to the Acting Group Manager, Washington Office EEO Group (WO-720), Mail Stop 5543, Main Interior Building under a cover memorandum signed by the State or National Center Director. The cover memorandum should specifically state which award is being recommended and list the name(s) of the proposed recipient(s). The award nomination itself should clearly describe the work for which the award is recommended to include dates, locations, actions, participants, and impacts within and/or outside of the organization. The Washington Office will convene a review group to evaluate all award nominations. The review group will recommend nominations to be approved by the Director and forwarded to the Office of the Secretary for consideration. Nominations that are not forwarded to the Department will nevertheless be recognized within the BLM, later this year.

Questions regarding this matter may be directed to me at (202) 208-1565.

I Attachment (4 Pps)

Memorandum dated April 9, 2003, Subject: Secretary's Annual Diversity Awards



United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

APR 09 2003

Ref- EOM 03-09

**MEMORANDUM**

TO: Solicitor  
Assistant Secretaries  
Inspector General  
Heads of Bureaus and Offices  
Bureau and Office Assistant Directors for Administration

FROM: J. Michael Trujillo, Deputy Assistant Secretary (Signed)  
for Human Resources and Workforce Dive

SUBJECT: Secretary's Annual Diversity Awards

The Secretary's Annual Diversity Awards are intended to identify and highlight the accomplishments of employees and groups of employees who have demonstrated a commitment to improve diversity throughout the Department by promoting and supporting the affirmative employment of qualified Americans of diverse backgrounds and cultures in all grade levels and occupations. There have been numerous innovative initiatives that encourage and advance a better understanding of diversity in the workforce and that promote diversity in the programs, activities and services related to the Department's mission. This award provides an opportunity to recognize the managers, employees and groups of employees responsible for developing and implementing those initiatives.

I encourage you to review the accomplishments of your employees, using the attached criteria. These awards will recognize accomplishments made during 2002. The nominations are to be forwarded to the Bureau Directors through the appropriate Assistant Secretary, to the Director, Office for Equal Opportunity, by June 30, 2003. Presentation of these awards will be made at the Departmental Honor Awards Convocation or at an appropriate ceremony.

If you have any questions, please contact Samuel Bowser at (202) 208-5549. I encourage you to join me in recognizing the commitment and outstanding efforts of our employees in promoting, diversity in the Department of the Interior.

Attachment

## SECRETARY'S ANNUAL DIVERSITY AWARDS

INTRODUCTION. As the Department strives to improve programs and services, it is imperative that we be mindful that our country is multi-cultural. In so doing, we must value diversity in the workforce and the opportunity it provides to generate a broad spectrum of perspectives and ideas as we seek creative solutions to critical problems. In the spirit of valuing, improving and maintaining diversity within the Department's workforce, the Secretary's Annual Diversity Awards are established. Because valuing and maximizing the advantages of a diverse workforce and ensuring the inclusion of all people in our efforts to deliver high quality service to our public are the responsibilities 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 and honor employees or groups of employees who have demonstrated exemplary service and/or have made significant contributions within the Department of the Interior in its effort to substantially increase diversity at all levels, including equal opportunity and affirmative employment initiatives designed to assist the Department in this effort.

ELIGIBILITY. Departmental employees at all grade levels are eligible to receive the Secretary's Diversity Award. In exceptional circumstances, an individual group or organization outside the Department may be given a Special Secretary's Diversity Award.

CRITERIA. Nominee(s) must have made a significant contribution to the enhancement of the diversity of the workforce. Except in the case of the long-term achievement award, accomplishments should be limited to the rating year just completed or the previous 12 months, whichever is applicable.

1. Employee Achievement. Non-supervisory employees who have demonstrated observable and measurable contributions through unusually effective leadership, skill, imagination, innovation, and perseverance.
2. Management Achievement. Non-SES Managers and/or supervisors who have developed and implemented creative initiatives to promote diversity in the Department's policies, programs and practices. Their activity should result in positive changes in the areas of outreach, recruitment, hiring, training, upward mobility and other developmental programs within their organization. [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 other managers and supervisors.]

3. Organizational Achievement. Organizational units at any level which demonstrate exceptional and positive improvement in diversity within the organization as a result of a team effort. Organizational units may be of any size.

4. Accessibility/Employment of Persons with Disabilities Achievement. Individuals who have made a significant contribution to the employment, advancement and accommodation of people with disabilities. Contributions may be made in such areas as training programs, effective recruitment, and increased representation of persons with disabilities, improved accessibility by removing barriers, providing reasonable accommodation, modifications or adjustments to jobs or work environments that enable employees with disabilities to perform essential job functions and/or improve the quality of worklife.

5. Special Emphasis Achievement. Individuals who have contributed significantly to diversity through the employment and advancement of underrepresented groups. Contributions may be made in such areas as training programs, community involvement, effective recruitment, cultural awareness, or any area that increases or enhances the diversity of the organization.

6. Long-Term Achievement. Awarded to an organization, a group, or an individual, who has designed, developed and instituted a successful equal opportunity program that has led to a more diverse workforce and has continued over a decade or more. An example might include a significant increase in the employment of an underrepresented group of scientists, law enforcement officers, recreation specialists, or other special audience.

7. Partnership Achievement. An individual, group or organization outside the Department of the Interior which has directly contributed to the Department's effort to build a more productive and challenging organization through the promotion and improvement of diversity.

**U. S. DEPARTMENT OF THE INTERIOR  
SECRETARY'S DIVERSITY AWARD NOMINATION**

<b>Name of Nominee</b>  <b>Title of Position and Grade</b>  <b>Bureau and Organizational Unit</b>  <b>Location (City and State)</b>	<b>TYPE OF AWARD (CHECK ONE)</b>  <input type="checkbox"/> Employee Achievement <input type="checkbox"/> Special Emphasis Program Achievement <input type="checkbox"/> Management Achievement <input type="checkbox"/> Accessibility/Employment of Persons With Disabilities Achievement <input type="checkbox"/> Organizational Achievement <input type="checkbox"/> Partnership Achievement <input type="checkbox"/> Long-Term Achievement
<b>Special Instructions: (Attach a justification (not to exceed two pages) and a half-page proposed citation)</b>	
<b>Remarks (i.e., verification that appropriate records/contacts have been checked to ensure absence of derogatory information regarding the nominee):</b>	
<b>Recommending Official</b> <span style="float:right"><b>Date</b></span>	<b>Bureau Head</b> <span style="float:right"><b>Date</b></span>
<b>Headquarters, Regional or Area Official</b> <span style="float:right"><b>Date</b></span>	<b>Assistant Secretary</b> <span style="float:right"><b>Date</b></span>
<b>Director, Office of Equal Opportunity</b> <span style="float:right"><b>Date</b></span>	<b>Deputy Assistant Secretary for Human Resources &amp; Workforce Diversity</b> <span style="float:right"><b>Date</b></span>

OEO-Award (2003)