



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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June 3, 2013

In reply refer to:
1400-271(CA910) P

EMS TRANSMISSION: 6/3/13
Instruction Memorandum No. **CA-2013-023**
Expires: 09/30/2014

To: All Employees

From: State Director

Subject: BLM-California State Director's Diversity Champion Awards Program
DD: 6/28/13

Purpose: This Instruction Memorandum (IM) continues California's Diversity Champion Award. The attachment provides detailed information about the award, the criteria, and procedures for nominating potential recipients.

Policy/Action: This award recognizes California employees who demonstrate a commitment to fostering an inclusive work environment, one that welcomes diversity as a strategic resource and further promotes BLM's goal to ensure that the BLM becomes an employer of choice and a premier land management agency in the federal government. This includes, and is not limited to programs, initiatives and projects that go beyond the call of duty to reach out to diverse groups (i.e., veterans, people with disabilities, youth and women). The nominations from California may be forwarded to the National Office to compete for diversity awards nationally.

Eligibility: All BLM California employees are eligible to be nominated for this award.

Nominations can be in one or more of three categories; non-supervisor, supervisor/manager, and/or group. The criteria for consideration or basis for selection within each category is attached. Nominations will include:

- Name of Employee(s);
- Actions that warrant the award and that support the basis for selection; and
- A BLM contact person who is able to answer questions about the nomination.

Please submit nominations through the Diversity Change Agent Committee Chair, Rebecca Lasell. The due date for nominations for FY 2013 is June 28, 2013.

The Chair, through collaboration with the Diversity Change Agents, will forward the top candidates in each group to the State Director/Associate State Director, who will make the final selection.

Budget Impact: The State Director's Office will provide funding for plaques or similar items of recognition as appropriate.

Time Frame: This policy is effective immediately and will remain in effect until cancelled or re-issued.

Manual Handbook Section Affected: Departmental policy applies to this award (370 DM 451.1 non-monetary awards).

Coordination: This IM was coordinated among Human Resources, EEO, External Affairs and the Strategic Workforce Team (SWFT).

Contact: Rebecca Lasell, Acting Chair Diversity Change Agent Committee, (951) 697-5252.

Signed by:
Angie Lara
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment
1 - Basis for Selection (1 p)