

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:

1252 HRDC (OR-953) P

November 19, 2002

EMS TRANSMISSION 11/20/2002
Information Bulletin No. OR-2003-033

To: All OR/WA Employees Statewide

From: Associate State Director

Subject: HRDC Employee of the Year

DD: 01/17/2003

The OR/WA Human Resource Development Committee (HRDC) is requesting nominations for the first annual Employee of the Year awards.

All employees have an opportunity to recognize an outstanding co-worker who, in **your** opinion, is doing an exceptional job and should be acknowledged for it. The eleven (11) winners, selected by their own district HRDC, will receive special recognition from the State Director and a cash award in the amount of \$200.

In order to nominate a deserving individual for this recognition, use the attached nomination form (Attachment 1). Giving specific examples of how or what the individual has accomplished will assist your district HRDC in making a selection.

Return all nomination forms to your local HRDC representative by January 17, 2003. Final selections will be made by your district HRDC consistent with the attached award criteria instruction (Attachment 2).

Thank you for your participation and continued support.

Districts with Unions are reminded to notify their unions of this IB and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter

Signed by
Kathy J. Eaton
Acting Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

2 Attachments

- 1 - [Employee of the Year Form](#) (1p)
- 2 - [HRDC Award Criteria Instructions](#) (1p)

Distribution

WO-700 (Room 5628, MIB) – 1
HR210 – 1

Human Resource Development Committee
Nomination Form for Employee of the Year

Nominee: _____

Location: _____

1. **Be a model, not a critic, lead by positive example. (Show examples.)**

2. **Be affirmative and constructive, and understand others points of view. (Show examples.)**

3. **Self motivated, and yet shows self control, restraint, and patience. (Show examples.)**

4. **Willing to risk, but maintains their integrity, true to their value system. (Show examples.)**

5. **Gives back to their community (i.e., work, home, social, civic) through random acts of kindness. (Show examples.)**

Signature _____

Attachment 1 - 1

HRDC EMPLOYEE OF THE YEAR AWARD CRITERIA INSTRUCTIONS

1. Use Attachment 1 as the nomination form. Each criterion has equal weight in the selection process. All nominations must be signed by at least one person. However, the person or persons making the nomination will remain strictly confidential.
2. Nominees must be current employees. Hosted workers (volunteers) should be recommended for recognition under their appropriate programs.
3. State HRDC members are excluded from consideration during their term of office.
4. Previous winners will not be eligible for future nominations.
5. Nominations are due to the local HRDC representative by January 17, 2003.
6. Final selections will be made by the local HRDC by January 31, 2003.