

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

**In Reply Refer to:**

1400-451 (OR-953) P

March 19, 2003

EMS TRANSMISSION 03/20/2003  
Information Bulletin No. OR-2003-108

To: DMs, DSDs, Staff and Branch Chiefs

From: Chief, Branch of Human Resources

Subject: The William A. Jump Memorial Foundation Award DD: 3/28/03

Attached is Washington Office (WO) Information Bulletin No. 2003-071, dated March 10, 2003, requesting nominations for the William A. Jump Memorial Foundation Award in recognition of outstanding service in public administration. To be eligible for this award, the nominee must be a civilian career employee of the federal government who has not reached their 37<sup>th</sup> birthday as of December 31, 2002.

Please ensure that your employees receive a copy of this correspondence. We encourage submissions of nominations for this award. Nomination procedures and eligibility criteria are contained in the attachment. Nominations, including supporting documentation should be submitted to Alina Malray, Branch of Human Resources, OR-953 by March 28, 2003.

**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  
Thomas M. O'Donnell  
Chief, Branch of Human Resources

Authenticated by  
Mary O'Leary  
Management Assistant

1 Attachment

1 - [WO-IB-2003-71](#) (w/attachments) (4pp)

Distribution

WO-700 (Room 5628 -MIB) – 1

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

March 10, 2003

In Reply Refer To:  
1400-451 (WO-710) P

EMS TRANSMISSION 03/14/2003  
Information Bulletin No. 2003-071

To: DD, ADs, SDs and CDs  
Attention: Servicing Personnel Officers

From: Assistant Director, Human Resources Management

Subject: The William A. Jump Memorial Foundation Award DD: 04/01/2003

This Bulletin forwards information on the subject Award presented by the William A. Jump Memorial Foundation in recognition of outstanding service in public administration. The public recognition provided by the Award is intended to serve as encouragement to young people to promote interest, growth, development and high level performance in public administration.

To be eligible, a nominee must be a civilian career employee of the Federal Government who has not reached their 37<sup>th</sup> birthday as of December 31, 2002. Nomination procedures and eligibility criteria are contained in the attachment.

An original and eight copies of the nomination package should be submitted to the Acting Assistant Director, Human Resources Management, Attention: Louise Harris, Executive Initiatives Group (WO-710), 1849 C Street, N.W., Mail Stop 3023, Washington, DC 20240. Questions concerning the Award may be directed to Ms. Harris at (202) 501-6723.

Signed by:  
Concetta B. Stewart  
Acting Assistant Director  
Human Resources Management

Authenticated by:  
Barbara J. Brown  
Policy & Records Group, WO-560

1 Attachment

1 - [Nomination Procedures and Criteria](#) (3 pp)

Attachment 1-1

**CALL FOR NOMINATIONS FOR 2003 AWARD  
FOR  
EXEMPLARY ACHIEVEMENT IN PUBLIC ADMINISTRATION**

**54th Annual Award  
to a Career Federal Employee under Age 37**

Presented by the  
William A. Jump Memorial Foundation  
Washington, DC

**AWARD**

The William A. Jump Memorial Foundation Award is presented in recognition of outstanding service in public administration. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture (USDA), recognized throughout the Federal Government and nationally for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

The public recognition provided by the Award is intended to serve as an encouragement to young people to promote interest, growth, development and high level performance in public administration.

A golden key and a certificate are presented to the winner at an annual USDA awards ceremony, preceded by a reception for the winner. The Foundation will also grant a special certificate to all other nominees (individual Agency winners) for the Award who meet the qualifications prescribed by the Jump Award Selection Committee.

**ELIGIBILITY CRITERIA**

The nominee must be a civilian career employee of the Federal Government who has not reached his or her 37<sup>th</sup> birthday, as of December 31, 2002. Work performance of the employee over a considerable period of time (no less than five years) in either a line or staff position, must demonstrate: a) outstanding competence and interest in any area of public administration, b) leadership shown in the direction or development of programs, c) creativity and resourcefulness, d) close adherence to the basic principles of enlightened public service, e) integrity, and f) dedication to duty.

Attachment 1-1

William A. Jump Memorial Foundation  
Jackie Donnelly, Executive Secretary  
U.S. Department of Agriculture, OBPA, Room 147-E  
1400 Independence Avenue, SW, Stop 4212  
Washington, D.C. 20250-4212

Additional information regarding this announcement can be obtained from:  
Jackie Donnelly, (202) 720-7981

#### THE 2002 AWARD WINNER

Mr. Stephen C. Dunn, Deputy Comptroller  
Space and Naval Warfare Systems Command, Dept. of the Navy, San Diego, CA

#### THE AWARD COMMITTEE

A special "William A. Jump Memorial Committee" of distinguished Government officials and private citizens is named each year by the Chairman of the Board of Trustees to make the final selection of the individual to receive the Award.

#### THE FOUNDATION

The William A Jump Memorial Foundation is supported through the private contributions of persons and organizations interested in fostering efficient Federal career service. The Foundation provides for special public recognition of young people who are demonstrating leadership, creative thinking, and exemplary achievement in public administration.

#### BOARD OF TRUSTEES

**Chairperson:** Carol Bonosaro, President  
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John Palguta, Vice President  
Policy and Research Partnership for Public Service

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Wireless and Telecommunications Bureau, FCC

Ruth Sanchez-Way, Ph.D  
Recently Retired Senior Advisor, HHS

Stephen B. Dewhurst, Director  
Office of Budget and Program Analysis, USDA

Myra Howze Shiplett, President  
RandolphMorgan Consulting LLC

Jerome Miles, Retired Deputy Chief  
U. S. Forest Service, USDA

Jeremy Wu, Director  
Office of Civil Rights, DOT

Attachment 1-2

For the purpose of this Award, the term "work" refers to either line or staff activity and the term "public administration" covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities.

### INFORMATION REQUESTED

Please submit six copies of the nomination. Only one employee may be nominated by each Agency. In the case of a department with component agencies, each component agency may submit one nomination. Exhibit materials such as copies of publications may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:

1. Name, title, grade, phone numbers, e-mail address, and salary of nominee
2. Bureau and Agency
3. Date of Birth (see "Eligibility" paragraph)
4. Home address
5. Educational background and awards or commendations received
6. Nominee's present position, grade, and responsibilities
7. Chronological outline of past employment and responsibilities
8. Specific accomplishments and contributions with comments which illustrate each of the eligibility criteria
9. Proposed brief citation concerning the nominee's accomplishments to be used on the winner's certificate (maximum of 25 words)

The recommendation should be signed by the head of the Agency, or his or her designee. To be eligible for the 2003 Award, all nominations must be received no later than Tuesday, April 15<sup>th</sup>, 2003.

The Foundation recommends that Agencies consider employees from throughout the country, and that nominees for the Award be given recognition in agency publications for their achievements and services. We believe such action would help to stimulate active interest in fostering a more effective public service.

The Award will be presented at the Department of Agriculture Annual Honor Awards Ceremony, which will take place on Friday, June 13<sup>th</sup>, 2003, in Washington, DC.

MAIL NOMINATIONS (original plus five copies, please) TO:

Attachment 1-3