

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) I

April 21, 2003

EMS TRANSMISSION 04/22/2003
Information Bulletin No. OR-2003-138

To: DMs, DSDs, Staff and Branch Chiefs

From: Chief, Branch of Human Resources

Subject: 2003 Department of the Interior Environmental Achievement Award

DD: 05/05/03

Attached is Washington Office Information Bulletin No. 2003-83, dated April 10, 2003, requesting nominations for the Department of the Interior 2003 Department Environmental Achievement Award. This award recognizes exceptional environmental achievements in the subject area of: Waste/Pollution Prevention, Recycling, Environmentally Preferable and Affirmative Procurement, Facility Environmental Excellence, Environmental Management Systems, Environmental Stewardship, Education and Outreach, and other Environmental and Conservation Improvement Initiatives within the bureaus or offices, either by individual employees or teams, and by contractors to a bureau or office. Also, you may nominate a public land user in the contractor category.

Please ensure that your employees receive a copy of this correspondence. We encourage submissions of nominations for this award. Nominations, including supporting documentation, should be submitted to Alina Malray, Branch of Human Resources, OR-953, by May 5, 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 No. 2003-083](#) (3 pp)

Distribution

WO-700 (5628-MIB) -1

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

April 10, 2003

In Reply Refer to:
1400-451,1703 (360) I

EMS TRANSMISSION 04/10/2003
Information Bulletin No. 2003-083

To: All Washington Office and Field Officials

From: Group Manager, Protection and Response

Subject: 2003 Department of the Interior Environmental Achievement Award

DD: 05/15/2003

Purpose:

This information bulletin calls for nominations for the 2003 Department of the Interior Environmental Achievement Award.

Discussion:

The Department of the Interior is requesting nomination for the seventh annual Environmental Achievement Award. The subject areas for recognition are:

- \$ Waste/Pollution Prevention
- \$ Recycling
- \$ Environmentally Preferable and Affirmative Procurement
- \$ Facility Environmental Excellence
- \$ Environmental Management Systems
- \$ Environmental Stewardship
- \$ Education and Outreach
- \$ Other Environmental and Conservation Improvement Initiatives.

The identified Nomination categories are:

- \$ Employee
- \$ Bureau, Office, or Team
- \$ Contractor.

Attachment 1-1

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You may nominate a public land user in the contractor category. For example, in 1997 Bureau of Land Management (BLM) nominated a California mining company which completed an innovative and cost effective reclamation of a steep, rocky area that had been mined since the 1700's.

Any BLM employee may nominate one or more candidates for any or all of the award categories and subject areas.

The nomination must be approved by the State Director, Center Director, or Assistant Director of the office initiating the nomination. The nomination form and instructions are attached.

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Action:

To initiate a nomination, please assemble a nomination package that includes:

- \$ Nomination Form;
- \$ Abstract of Achievement (up to 250 words) describing the environmental achievement(s) of the project and benefits to the Department/Bureau /Office;
- \$ Detailed Narrative Description - of no more than two pages duplex printed - printed (double-sided = approximately 2700 words) describe the accomplishments or actions of the individual, team, or contractor. Explain how these accomplishments or actions have improved or protected the environment. Include relevant information such as policies or agreements that were created and quantitative data (e.g. weight or percentage of waste reduction). Explain how and why the activities could be replicated elsewhere. Explain how the action incorporated, where applicable, the views of other federal/state/local/governments, communities, and private sector. Also, include a brief summary of the nominee's job title and assigned duties;
- \$ Supporting Documentation- such as news clippings, press releases, publications, photographs, etc. Since the judges may not visit sites, applicants are encouraged to submit a reasonable amount of supporting materials. Please do not submit videos. Neither the nomination form nor any of the supporting materials will be returned.
- \$ Memorandum of nominated signed by the State Director, Center Director, or Assistant Director. [ESSENTIAL FOR DIRECTOR'S CONCURRENCE].

The nomination procedures require the concurrence of the BLM Director. The Protection and Response Group (WO360) will prepare a transmittal memorandum for the Director's concurrence and signature, and forward the nominations to the Department.

All nomination packages must be duplex printed (doubled-sided) on recycled paper containing at least 30% post-consumer material, and preferably, manufactured process-chlorine free.

Timeframe:

The due date to submit nomination on-line is May 15, 2003

Attachment 1-2

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Contact:

Please submit your award nomination package on-line by May 15, 2003. To submit a nomination visit <http://GreeningInterior.doi.gov/> click on the "Awards" tab, and click on the "Submit Nominations link". Nomination instructions and additional information is also available at this website.

If you have questions about the 2003 Department of the Interior Environmental Achievement Award or the nomination process, please call Ms. Georgette A. Fogle at (202) 452-5054.

Signed by:
Bernie R. Hyde, Jr.
Group Manager
Protection and Response

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

