

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208**

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To: OR/WA Management Team

From: Associate State Director

Subject: Secretary's Annual Diversity Awards

DD:06/11/2003

The Office of the Secretary, U.S. Department of the Interior, has announced a call for nominations for the Secretary's Annual Diversity Awards. These 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.

There are seven (7) 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.

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 under-represented 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 under-represented 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.

Managers who would like to make nominations are encouraged to do so via the attached form to the OSO EEO Office by **June 11, 2003**. 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 agency. The Oregon State Equal Opportunity Office will submit the recommendations to the Washington Office. 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.

If you have any questions or comments, please direct them to Ms. Shirley Younger, Acting EEO Manager via email or telephone (503) 808-6371.

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
Charles E. Wassinger
Associate State Director

Authenticated by
John Hamil
Staff Assistant

Distribution

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

Name of Nominee	TYPE OF AWARD (Check One)
Title of Position and Grade	<input type="checkbox"/> Employee Achievement
Bureau and Organizational Unit	<input type="checkbox"/> Special Emphasis Program Achievement
Location (City and State)	<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
Special Instructions. (Attach a justification (not to exceed two pages) and a half-page proposed citation.)	
Remarks (i.e., verification that appropriate records/contacts have been checked to ensure absence of derogatory information regarding the nominee):	
Recommending Official _____ Date _____	Bureau Head _____ Date _____
Headquarters, Regional or Area Official _____ Date _____	Assistant Secretary _____ Date _____
Directory, Office for Equal Opportunity _____ Date _____	Deputy Assistant Secretary for Human Resources & Workforce Diversity _____ Date _____