



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Oregon State Office

P.O. Box 2965

Portland, Oregon 97208



**In Reply Refer to:**

1252 (OR-953) P

August 3, 2007

EMS TRANSMISSION 08/09/2007  
Information Bulletin No. OR-2007-109

To: All Oregon State Office Employees

From: Deputy State Director for Management Services

Subject: HRDC Employee of the Year

DD:08/20/2007

The Oregon State Office (OSO) Human Resource Development Committee (HRDC) is requesting nominations for the annual Employee of the Year awards. This year we are moving the OSO selection to coincide with the distribution of Tri-met passes so that we can better implement one of the benefits of being selected as employee of the year – free use of a parking space in the Robert Duncan Plaza parking garage.

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 winner selected from the OSO will become one of the winners recognized statewide in January. At that time the eleven winners, each selected by their own district HRDC, will receive special recognition from the State Director and a cash award in the net amount of \$200.00.

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 local HRDC representatives in making a selection. Return all OSO nomination forms to Robin Ligons or Georgia Bosse by August 22, 2007. Final selections will be made by your local HRDC representatives consistent with the attached award criteria instruction (Attachment 2).

Thank you for your participation and continued support. If you have any questions or comments please contact Robin Ligons, at 503-808-6169 or Georgia Bosse, at 503-808-6120.

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

Signed by  
John K. Keith

Authenticated by  
Mary O'Leary  
Records Section

2 Attachment(s)

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

Distribution

WO-700 (Room 5628, MIB)

HR-210