

November 14, 2003

Memorandum

To: Solicitor
Assistant Secretaries
Inspector General
Heads of Bureaus and Offices

From: Director, Office of Managing Risk and Public Safety /s/ L. Michael Kaas

Subject: Request for Nominations for Department of the Interior 2004 Safety Awards

Nominations are being requested for two prestigious Departmental safety awards, the **Award of Merit** and the **Professional Service Award**. Nominations should be submitted to the respective Bureau Safety Managers no later than January 30, 2004. Awards will be announced during Safety and Health Awareness Week, April 5-9, 2004.

Safety awards recognize Safety and Occupational Health Program contributions that benefit the Department of the Interior. The following illustrates some of the subject areas for award recognition: reducing accidents and injuries; fostering a safety and health culture; identification and abatement of unsafe conditions; providing safety and health resources; encouraging safety program accountability; and promoting safety and health awareness. Other safety and occupational health improvement initiatives will also be considered, based on professional judgment of the Bureau Safety Managers and the Interior Safety and Occupational Health Council.

The **Award of Merit** is given to an individual, group, bureau, office, or organizational unit which has performed an outstanding service for or made a contribution of unusual value to the Department's Safety and Occupational Health Program.

The **Professional Service Award** is given to a safety and health professional who has contributed quality service to his/her bureau, office, or the Department of the Interior during his/her career.

Nomination forms and guidelines are attached. To receive consideration, nominations must be received by the respective Bureau Safety Manager by the January 30, 2004, deadline. The nomination forms must include full contact information for the nominee and his/her supervisor.

Bureau Safety Managers will review and endorse their award nominees prior to submission to the Safety and Occupational Health Council. Each submission must be accompanied by endorsement of the nomination from the head of the bureau or office. The Council will review the nominations and determine award recipients.

If you have any questions regarding the safety awards or the nomination process, please contact your Bureau Safety Manager or Diane Schmitz, Office of Managing Risk and Public Safety, 202-219-0189 or 202-208-7702.

Attachments

cc: Bureau and Office Safety Managers