

# memorandum

DATE: April 29, 1999

REPLY TO

ATTN OF: AD-442:Fowler

SUBJECT: **MANAGER'S DIVERSITY PROGRAMS AWARD**

TO: All ORO Employees

This memorandum is a request for nominations for the Manager's Diversity Programs Award. Criteria and nominating procedures are attached to this memorandum.

The Oak Ridge Operations Office Diversity Council will evaluate nominations and make recommendations to the Manager regarding recipients.

Nominations should be submitted to Linda Fowler, Personnel and Management Analysis Branch, by close of business May 28, 1999. If you have questions, you may contact Linda at (423) 576-0670.

Steven D. Richardson  
Acting Manager

Attachment

bcc: James C. Hall, M-1  
Dan Wilken, AD-40

## **MANAGER'S DIVERSITY PROGRAMS AWARD**

### Nature and Purpose:

This award is intended to recognize significant contributions to the Oak Ridge Operations (ORO) Diversity Programs.

### Eligibility:

All ORO Employees.

### Criteria:

Contributions demonstrate initiative in identifying and implementing activities to enhance diversity at ORO and/or active participation in community activities which enhance employment opportunities for women, minorities, persons with disabilities, and veterans; or enhance business opportunities for small and disadvantaged businesses and minority educational institutions.

### Nomination Process:

- Any ORO employee may make a nomination. The ORO Diversity Council will evaluate nominations and make recommendations to the Diversity Programs Manager and the ORO Manager regarding recipients.
- The ORO Manager will make the selection(s).
- A minimum of one award will be presented each year.

### Award:

Award may be monetary or nonmonetary.