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United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: June 12, 2002

REPLY TO
ATTN OF: AD-442:Aytes

SUBJECT: **JEFFREY G. SCARBROUGH MEMORIAL AWARD**

TO: All ORO Employees

In 1989, the Oak Ridge Operations Office established an honorary award as a memorial to Jeffrey G. Scarbrough. Jeff was a severely disabled employee in the Information Resources Management Division whose positive attitude and ability to overcome personal hardships served as an example to many of us. In remembrance of Jeff, the "Jeffrey G. Scarbrough Memorial Award" recognizes leadership, initiative, and excellence by Federal employees as exemplified by the degree of individual effort, courage, and initiative involved in overcoming especially difficult circumstances.

A data sheet is attached which further describes this award, including nomination procedures. If you would like to make a nomination, please submit the requested information to Carol Aytes, Personnel and Management Analysis Branch, by June 20, 2002.

for Michael D. Holland
Acting Manager

Attachment

JEFFREY G. SCARBROUGH MEMORIAL AWARD

Nature and Purpose:

This award is intended to recognize leadership, initiative, and excellence by Federal employees as exemplified by the degree of individual effort, courage, and initiative involved in overcoming especially difficult circumstances which served as an inspiration to others.

Eligibility:

All Oak Ridge Operations Office employees.

Form and Content of Nomination:

Each nomination shall include the following information:

1. Name of Nominee
2. Title of Nominee
3. Organization of Nominee
4. Name of Nominator
5. Organization of Nominator
6. A narrative which explains the courage, effort, and initiative which the nominee has shown in overcoming or dealing with especially difficult circumstances.

The Award:

The award is honorary and consists of a certificate signed by the Manager. The recipient's name will also be engraved on a plaque which will be displayed in the lobby of the Federal Building. The award will be presented at the Oak Ridge Operations Office Unity Day celebration.