

**DEPARTMENT OF THE INTERIOR
OFFICE OF RESTORATION AND DAMAGE ASSESSMENT
NATURAL RESOURCE DAMAGE ASSESSMENT and RESTORATION PROGRAM
2023 AWARDS PROCESS**

DESCRIPTION OF AWARDS

The Department of the Interior's (DOI) Office of Restoration and Damage Assessment (ORDA) awards process recognizes individuals who, through their dedication and personal perseverance, have furthered the DOI Natural Resource Damage Assessment and Restoration (NRDAR) Program's mission with much needed work products or support. Nominations of potential award recipients may be made by any DOI employee at any level of the Department's organization. Recipients of ORDA's awards described herein will receive a memorandum or letter of commendation, a certificate, and potentially a monetary award (On-the-Spot or STAR award), depending on funding availability.

To recognize individuals who perform the whole range of work necessary for the success of the NRDAR Program, ORDA created six different categories of awards:

- Technical Support Award
- Damage Assessment Award
- Restoration Award
- Leadership/Management Award
- Group Award
- Sustained Performance Award

Each award category highlights a different facet of the NRDAR Program's activities and accomplishments. Although there are six categories of awards, ORDA may not issue an award for each category every year. Granting of each award will be dependent upon the evaluation of the nominations received for each category and, for monetary awards, funding availability.

ORDA will fund these awards. Recipient receipt of award funds (if any) will be in the spring of each calendar year; memoranda or letters of commendation and certificates will usually be presented at the NRDAR Program National Workshop.

ELIGIBILITY

Nominations are generally for work or support provided during the fiscal year previous to the one in which the award will be granted. However, since it has been several years since ORDA has requested award nominations, the timeframe will be extended for the 2023 NRDAR awards. Awards granted at the 2023 NRDAR Program National Workshop will be for work or support to the NRDAR Program provided from fiscal year 2016 through 2022. Monetary award nominees

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must be DOI employees. Length of service, grade level, or position are not factors in selecting an award recipient. Non-monetary nominees may be any individuals (including State, local and tribal trustees) who have provided exemplary assistance to the DOI NRDAR Program. Nominees will be judged independently based on their accomplishments within the framework of the task, and the intent of the award category for which they are being nominated. Monetary awards will not be provided to the same individual(s) more than once for the same achievement(s).

SELECTION PROCESS

1. The annual selection process will be initiated by a memorandum from the ORDA Director requesting nominations.
2. Nominations will be submitted using this [form](#). Each nomination must address the specific criteria relevant to the award category for which the individual is being nominated.
3. Any DOI employee may nominate a candidate for consideration. Applicants may also apply on their own behalf as a member of a team, but not for an individual award. Each nominator may nominate only one candidate for each award category per year.
4. A Selection Panel will be appointed to review nominations. Selection Panel members may not include nominees nor nominators for that year's awards. The panel will review and evaluate all nominations for each award category and make their recommendations to the ORDA Director.
5. Nominations must specify the category of award for which the nomination is being submitted and must address in some detail how the nominee has met the stated purpose of the award for which they are being nominated. The six categories of awards and their intended purposes are:

Technical Support Award

Purpose of the Award

The DOI NRDAR Program Award for Technical Support is recognition for outstanding contributions to a NRDAR case(s) or assistance provided to ORDA in the areas of administrative, legal, or scientific support. ORDA established the technical support award to recognize and foster creative and innovative technical support practices in DOI.

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Damage Assessment Award

Purpose of the Award

The DOI NRDAR Program Award for damage assessment activities is a recognition for outstanding contributions to a NRDAR case (or cases). ORDA established the damage assessment award to recognize and foster specific exemplary contributions to a case(s) design or implementation. To receive a damage assessment award, the case must be settled. However, the technical support or leadership/management award may be given for work on ongoing damage assessment cases.

Restoration Award

Purpose of the Award

The DOI NRDAR Program's Award for Restoration is a recognition for outstanding contributions to a NRDAR case (or cases). ORDA established the restoration award to recognize and foster exceptional achievement of case (or a cases) project(s) goals as outlined in the Restoration Plan.

Leadership/Management Award

Purpose of the Award

The DOI NRDAR Program's Award for Leadership/Management is recognition for outstanding leadership or management skills applied to a NRDAR case(s) or program issue(s). ORDA established the award to recognize and foster creative and innovative leadership and management practices in the DOI NRDAR Program.

Group Award

Purpose of the Award

The DOI NRDAR Program Group Award is a recognition for outstanding contributions to a NRDAR case(s) or program management issue by two or more individuals working cooperatively in a coordinated manner that provides an exemplary model of focusing on and achieving a common goal. ORDA established the group award to recognize and foster partnership-building practices within DOI.

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Sustained Performance Award

Purpose of the Award

The DOI NRDAR Program Sustained Performance Award is given to an individual in recognition of outstanding contributions to a DOI NRDAR case(s) or in recognition of exemplary contributions to ORDA in completion of its general policy development or program implementation goals over an extended period of time. This award recognizes individuals who foster creative and innovative general NRDAR Program or case specific practices in support of the mission of DOI's NRDAR Program. Accomplishments are not restricted to a particular category of activities and may include administrative, policy, technical, educational, scientific, legal, and managerial successes.