




United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

Memorandum

SEP 28 2016

To: DOI Human Resources Officers
DOI Human Capital Officers

From: Raymond A. Limon 
Director, Office of Human Resources

Subject: Personnel Bulletin 16-08 Honor Awards Convocation Policy and Procedural
Guidance

Enclosed you will find Personnel Bulletin 16-08, "Honor Awards Convocation Policy and Procedural Guidance." This Departmental policy replaces Personnel Bulletin 15-07. Please distribute as applicable.

Attachment



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Personnel Bulletin NO: 16-08

SUBJECT: Honor Awards Convocation Policy and Procedural Guidance

1. Background

The Department of the Interior (DOI) Convocation Honor Awards represents the most prestigious recognition that can be granted by the Department for career accomplishments, exceptional support of the Department's mission, or for heroism. These honor awards are presented by the Secretary of the Interior at a Departmental Honor Awards Convocation in May of each year to coincide with Public Service Recognition week. All completed award nominations shall be submitted to the Office of Human Resources in December of the preceding year by DOI bureau/office award coordinators. A final screen for derogatory information of Convocation nominees will occur upon receipt of nomination packets. This Departmental policy replaces Personnel Bulletin 15-07.

2. Authorities

Authorities governing the Convocation and DOI Honor Awards Program include:

- a. 5 U.S.C. Chapter 43 and 45;
- b. 5 CFR Parts 430 and 451; and
- c. 370 DM 451 Department of the Interior Awards and Recognition Program Departmental Manual.

3. General

The Formal Call for Nominations is issued in September of each year. Upon receipt of the memorandum, Bureaus/Offices may forward final nomination packages in accordance with prescribed dates and award criteria to the Office of Human Resources. If a Bureau/Office nominates an employee from another Bureau/Office, the nominating Bureau/Office will notify the employee's servicing human resource office before the final nomination is submitted to the Office of Human Resources (OHR).

4. Director Memo

If Bureaus/Offices have no nominees for Convocation-level awards, (Meritorious Service Awards are not included), the Bureau/Office Director will sign a memo informing the Deputy Assistant Secretary of Human Capital and Diversity/Chief Human Capital Officer that there are no Convocation level awards from their Bureau/Office no later than January 15 of each year.

5. Convocation-Level Honor Awards

Honor awards provide non-monetary recognition to employees and partners of the Department. The following awards are the only awards given at the Convocation:

a. **Distinguished Service Award.** The Distinguished Service Award is the highest Departmental honor award presented to a career employee who, by distinguished service, ability or vision has significantly contributed to the Department's advancement of its mission and objectives. The individual's achievement or contribution must demonstrate a level of excellence that has made a profound or indelible impact on the Department's success. The Distinguished Service award may be presented at a Bureau Ceremony or the Convocation, but not both.

b. **Valor Award.** The Valor Award is granted to an employee of the Department who risked his/her life while attempting to save the life of another.

c. **Citizen's Award for Bravery.** The Citizen's Award for Bravery is granted to a private citizen who risked his/her life to save the life of another while on property owned by or entrusted to the Department.

d. **The Safety and Health Award of Excellence.** The Safety and Health Award of Excellence recognizes individuals or organizations that have performed an outstanding service for, or made a contribution of unusual value, to the safety and health of employees, visitors, and volunteers. The accomplishments of the individual or organization contribute toward the establishment of a safe environment within the Department of the Interior to build a culture that contributes to the Department's Safety and Occupational Health's strategic goals. Nominees must have demonstrated outstanding performance and produced significant results that align with one or more of the DOI's Strategic Safety and Occupational Health Plan goals:

- (1) Enhance the role of leadership and management in promoting a culture of safety.
- (2) Enhance employee inclusion, participation, and engagement in achieving safety and health commitments.
- (3) Prevent exposure to hazards and mitigate risk through recognition and prevention programs and processes.
- (4) Enhance internal evaluation and analysis processes to validate the effectiveness of the safety and health program.
- (5) Improve occupational safety and health training and awareness throughout the Department.
- (6) Implement and continuously improve the occupational safety and health program

e. **The Aviation Safety Award.** The aviation safety award is established to recognize an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and one award will be presented annually.

6. Convocation Award Nomination Packages

a. **Distinguished Service Nomination Package.** The complete award nomination package will be submitted to the Convocation Director in the Office of Human Resources. This includes:

- (1) The original citation signed by the Secretary with yellow surname copy;
- (2) The summary for the program approved by the Office of the Executive Secretariat which will be no longer than 250 words;
- (3) The signed DI-451 Award Certification form;
- (4) Certification by the Office of Civil Rights, Office of the Inspector General, the Ethics Office in the Office of the Solicitor, and the awardees' servicing Human Resources Office that a review for derogatory information on awardees resulted in no derogatory information; and
- (5) Digital photo of award recipient that follows the guidelines in section 10 and electronic copy of the citation.

b. **Valor Award Nomination Package.** The complete award nomination package will include all of the above and a two minute script describing the act of bravery.

c. **Citizens Award of Bravery.** The complete award nomination package will include the required for the Valor Award except that certifications of review from the Office of Civil Rights and the servicing Human Resources Office are not needed. However, a review with the Department of the Interior's Ethics Office will be required.

d. **The Safety and Health Award of Excellence.** The nomination package will include the media requested for the Distinguished Service award. The packages will be reviewed by the committee selected by the Office of Occupation Health and Safety and, if approved, will be sent to the Assistant Secretary for Policy, Management, and Budget for final approval.

e. **The Aviation Safety Award.** The nomination package submission will follow the requirements outlined for the Safety and Health Award of Excellence.

7. Certificates

Bureaus will be responsible for printing and obtaining appropriate signatures on the Certificates. Once the citations are finalized and sent back to the bureau awards coordinator by the Office of Executive Secretariat, the Bureau can print the certificates using the date signed by the Secretary on the citation.

8. Program Summaries

The program summary for the Safety and Health Award of Excellence, the Aviation Safety Award and the Distinguished Service Award should be 250 words or less. The summary for the Valor Award should be one award per event if a group award, and should be no more than 500 words. The award summaries should be submitted to the DOI Bureau/Office point of contact in the Office of Executive Secretariat and should be signed off and approved by the Office of Executive Secretariat before submitting to the Convocation Director.

9. Photo Submission Guidelines

a. The following image guidelines will be followed:

(1) Awardee digital images must be at least 3000 x 2000 pixels, 28x42 inches, 72ppi at a minimum, uncropped/distorted/resized. This translates to a 500 kb file size or higher.

(2) Files must be in JPEG format and in color (RGB mode).

(3) Subject should be prominent in the image field (as opposed to a national monument or landscape consuming image space).

(4) Background of image should not blend with foreground subject.

(5) Subject must be alone in photo (unless group award).

(6) Subject must face toward the camera.

(7) Subject's face must not be obscured by an overlapping object, or be cropped by edge of image.



10. Meritorious Service Awards Not Presented at the Convocation


a. **List of Recipients.** The list of Meritorious Service Award recipients who were honored by the DOI Bureaus and Offices after the previous Convocation to the date of the current year's Convocation must be submitted the first week of March to the Convocation Director. These

individuals will be recognized in the Convocation Program but will not be presented with an award at the Convocation.

b. **Format.** The names will be the full name of the individual in first name, middle initial, last name format.

11. Distinguished Service and Valor Medals

DOI Bureaus and Offices will be responsible for engraving the medals. The medals can be given at a Bureau ceremony on the day of the Convocation.

A handwritten signature in black ink, appearing to read "Raymond A. Limon", is written over a solid horizontal line.

Raymond A. Limon
Director, Office of Human Resources