

USGS Honor Awards Guide

USGS and DOI Honor Awards

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U.S. Geological Survey

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USGS Honor Awards Guide

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Introduction

This award and recognition guide is provided as a tool to assist in selecting the appropriate award or recognition for employee or group achievement and identifies the steps required in processing the nomination through the final presentation of the award or recognition.

Recognition of Achievements

Achievements should be recognized at the time of the accomplishment, and acknowledgement of progress toward achieving individual, team, or organizational results should be a continuous process. **Nominations must be submitted and approved within 6 months of an employee's departure from USGS in order to be considered.**

Award Certification Form (DI-451)

This form is available on Webforms. To access the form, go to @theCore, select A-Z Index, scroll to W, select Webforms, click on DOI (DI) on the left-side menu, and click on DI-451 Award Certification.

Presentation of Awards

Awards should be presented in a way that supports the significance of the recognition. Award presentations may be occasions for the serving of light refreshments of a reasonable charge such as punch, cake, doughnuts, or bagels by using appropriated funds. [65 Comptroller General Decision (CG) 738 and CG B-223319, dated July 21, 1986]. See also [Survey Manual 402.3.7C](#) for certification and procurement requirements. Travel for presidential, departmental, or major bureau award ceremonies may be paid for award recipients and an individual of the recipient's choosing [CG decision B-233607, dated October 26, 1989].

Program Authority

- The authority for the Program is Title 5, United States Code, Chapters 43 and 45, and Executive Orders 11438 and 12828 and 13589
- DM: 5CFR Parts 430 and 451; Comptroller General Decisions B-223319 July 21, 1986, and B-235163.11, February 13, 1996

Bureau Honor Awards Coordinator

Amy Bradley

Email: gs-hc_honor_awards@usgs.gov

USGS Honor Awards Review Team

Purpose. The USGS Honor Awards Review Team, comprised of Director's Office staff, and the Bureau Honor Awards Coordinator, Human Capital Office, ensures that a consistent approach is applied in the review, evaluation, and recommendation of honor award nominations prior to their submission for final approval to the USGS Director, Assistant Secretary for Water and Science (ASWS) or to the Department.

Honor Awards Review Team Responsibilities. The Team reviews all honor award nominations to ensure their technical and editorial quality and that they meet the spirit and intent of the DOI/USGS honor awards guidance. They provide the bureau-level perspective that is needed to ensure consistent application of criteria as well as fairness and objectivity using supplemental bureau criteria/guidance.

Nominating Office Responsibilities. Offices have responsibility for submitting high-quality write-ups that follow the appropriate guidelines, formatting, grammatical and punctuation accuracy, and meaningful strength of content that meet both the spirit and the intent of these awards and that can be easily understood by the lay person. All nominations must go through supervisory channels and be endorsed by a member of the ELT **prior** to being submitted to the Bureau Honor Awards Coordinator.

Criteria for Evaluation. The DOI honor awards guidance and supplemental USGS awards guidance serves as the criteria against which nominations are reviewed. Each nominating office certifies that the individual achievements match the award levels in terms of the work of their organization.

Honor Award Vetting Policy and Process

The Bureau Honor Awards Coordinator conducts a review of the nominee's electronic Official Personnel Folder (eOPF) to ensure that there is no derogatory information. Potential derogatory information may include issues such as discriminatory actions, garnishment orders, suitability, and security findings.

Additionally, the Bureau Honor Awards Coordinator requests vetting from the Office of Science Quality and Integrity, the DOI Office of Civil Rights, the Office of the Inspector General, and the DOI Ethics Office, to determine whether there are any known findings of discrimination, wrongdoing, or other derogatory information resulting from investigations on the proposed awardees.

All potential derogatory information will be forwarded to the DOI Office of Human Resources for evaluation to determine if there is justification to disapprove the award. In this evaluation, the Office of Human Resources will consider recency, seriousness, relationship to the award, notoriety, and impact of the incident, and other relevant factors. The determination will be forwarded to the Bureau Honor Awards Coordinator.

DOI and USGS Honor Awards

Aviation Safety Award (DOI)

It is the policy of DOI to recognize individuals, groups, and organizations for exceptional acts or service in support of aviation safety and aircraft accident prevention. Please see the following list of aviation safety awards offered by the Department of the Interior.

- **Department's Aviation Safety Award**
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 only one such award shall be presented annually at the DOI Convocation in the Main Interior Building, Washington D.C. Award includes a plaque and citation. Travel and logistical support are the responsibility of the nominating office.

Other Department of Interior aviation awards follow. These awards are presented at local duty stations.

- **Award for In-Flight Action**
Established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence. The award may also be presented to non-DOI personnel. Award includes a plaque and citation or appropriate recognition item.
- **Award for Safe Flying**
Established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered. DOI pilots are eligible to receive this award. Award includes a plaque and citation or appropriate recognition item.
- **Award for Significant Contribution to Aviation Safety**
Established to recognize an individual, group, or organization for a significant contribution to aviation safety or aircraft accident prevention within DOI. DOI individuals or groups are eligible to receive this award. Award includes a plaque and citation or appropriate recognition item.
- **Airwards**
Established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference. Any individual is eligible to receive this award. Along with the nomination, a photograph of the recipient and a short paragraph, suitable for publication in the *Airward News* (<http://amd.nbc.gov/safety/airwards>), **should be submitted to the Acting Bureau Aviation Safety Manager, Timothy Saucier**. Award includes a citation and an embroidered baseball cap.

Eligibility

This program applies to all DOI employees and other individuals, groups, or organizations involved with DOI aviation activities. Any individual having sufficient knowledge of the contribution may submit a nomination through appropriate channels.

Criteria

The circumstances being considered must clearly demonstrate an outstanding contribution to aviation safety or aircraft accident prevention within DOI. The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for recognition.

Process

Nominations are solicited in January of every year by the HRO on behalf of the Department's Aviation Safety Program. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition. The nominating office submits an award narrative addressing who, what, when, where, how and why to the **Acting Bureau Aviation Manager (BAM), Timothy Saucier at saucier@usgs.gov**, who reviews the nomination for validity and then submits to the DOI Office of Aviation Services (OAS) Safety Division Chief for the appropriate award. The DOI-OAS Safety Division Chief reviews the nomination and after making the selection(s) bestows award items for presentation in coordination with the BAM, the Bureau Honor Awards Coordinator, and the nominating office.

See Attachment 1

Citizen's Award for Bravery (DOI)

The Citizen's Award for Bravery was established in 1996 and is the highest honor granted by the Department of the Interior to a private citizen for a heroic act.

Eligibility

The Citizen's Award for Bravery is given to private citizens who risk their lives to save the life of a Departmental employee serving in the line of duty or the life of any other person while on property owned by or entrusted to the Department. **The award should be submitted no more than six months after the date of the heroic act, unless special justification is provided.**

Process

Nominations may be made by any individual or group of individuals in the USGS who have knowledge of the heroic act. The nomination must be prepared in citation format for the **Secretary's signature (single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum)** and submitted in **Word format** through supervisory channels.

Preparation of the DI-451 Award Certification Form

The citation is downloaded into the Justification Section of the DI-451 Award Certification form as an attachment and appropriate signatures are acquired. The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record will always sign "Supervisor Concurrence"; (2) the appropriate ELT member will always sign as the "Recommending Individual" and submit the DI-451 to the Bureau Honor Awards Coordinator at gs-hc_honor_awards@usgs.gov who will process the form for Director's and Assistant Secretary for Water and Science (AS/WS) signature.

Evidence of the Award and Presentation

Each recipient receives a certificate and citation signed by the Secretary. The award is presented by the Secretary at a Departmental Awards Convocation. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Citizen's Award for Exceptional Service (USGS) (non-employees)

The Citizen's Award for Exceptional Service is a USGS honor award that recognizes outstanding performance by a private citizen, organizational partner, or volunteer who has contributed significantly to the Bureau's mission. Nominations are made by the office having the most knowledge of the contribution made by the individual(s).

Process

Nominations may be made by any individual in the USGS. The nomination must be prepared as a Word document in citation format for the **Director's signature (single-spaced on one page, Times New Roman, 12 Font, justified, 350 words maximum)** and submitted through supervisory channels prior to submitting it to the Bureau Honor Awards Coordinator.

Preparation of the DI-451 Award Certification Form

Because the nominee is not an employee the DI-451 won't recognize the person and, therefore, will not load any information. A blank DI-451 must be printed out and filled in manually with signatures of the Supervisor (USGS Project Lead), Recommending Official (i.e. Center Director) and Reviewing Official (ELT member), scanned and emailed, along with the citation in **Word format**, to the Bureau Honor Awards Coordinator gs-hc_honor_awards@usgs.gov who will process the form for Director's signature as the Approving Official.

Evidence of the Award and Presentation

An individual recipient will receive a certificate and citation signed by the Director. If the award is for a group, one certificate with the group's name will be presented and every one of the group will receive their own citation. The award is presented at an appropriate function at the local duty station or Regional Director's office. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office and can be paid using the office's corporate card.

See Attachment 2

Dallas Peck Outstanding Scientist Emeritus Award

[USGS Emeritus Program | U.S. Geological Survey](#)

This award recognizes significant contributions made to the USGS mission by an individual while volunteering as a Scientist Emeritus. Possible contributions are listed in the above website. A Scientist Emeritus may only receive the Dallas Peck Award one time. One or more awards will be given out each year at the USGS Honor Awards Ceremony.

Guidance in writing and processing this award can be found in the USGS Emeriti Awards section of the above website.

Distinguished Service Award (DOI)

The Distinguished Service Award (DSA) was established in 1948 and is the highest award that can be granted to a career employee within the Department of the Interior. The award recognizes employees for outstanding contributions to science; outstanding skill or ability in the performance of duty; an eminent career in the Department; an outstanding record in administration; an outstanding contribution to equal opportunity in government; an outstanding contribution to energy conservation; or any other exceptional contribution to the public service.

Eligibility

Any employee of the Department of the Interior is eligible for this award. Normally the recipients of this award will have received a Meritorious Service Award (MSA), but a DSA may be granted to an employee who has not been awarded an MSA. **Nominations are not considered six months after the date of retirement or separation of an employee. An employee may receive only one DSA during their career.**

Process

Nominations are solicited annually by the Human Resources Office on behalf of the Director. An email goes out to all USGS employees. The nomination must be prepared as a **Word document** in citation format for the **Secretary's signature (single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum)** and submitted through supervisory channels before submitting it to the Bureau Honor Awards Coordinator.

Preparation of the DI-451 Award Certification Form

The citation is downloaded into the Justification Section of the DI-451 Award Certification form as an attachment and appropriate signatures are acquired. The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record signs "Supervisor Concurrence"; (2) the appropriate ELT member signs as the "Recommending Individual" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's and AS/WS signature.

Evidence of the Award and Presentation

Each recipient receives a certificate and citation signed by the Secretary of the Interior along with an engraved gold medal and gold lapel pin. Awards will be scheduled for presentation at the Departmental Awards Convocation in Washington D.C. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 6

USGS Diversity, Equity, Inclusion, and Accessibility (DEIA) Awards

The USGS Diversity, Equity, Inclusion and Accessibility (DEIA) Awards sponsored by the Office of Diversity and Equal Opportunity, recognize an employee or a group that has demonstrated an ongoing commitment to championing DEIA within the USGS, *leading to substantive organizational change*. Nominations are requested in three categories: non-supervisor, supervisor, and group (center, team, branch, etc.). Depending on the nominations received, a DEIA Award may be presented to one or more recipients in each of the categories.

The nomination form (**Attachment 3**) must be uploaded into the DI-451 Award Form. Nominations must be routed through supervisory channels and have the endorsement of the appropriate Executive Leadership Team (ELT) member or his/her assigned designee, **before** being submitted to the Bureau Honor Awards Coordinator. DI-451 signatures and guidelines are as follows:

Signature Format for Completing the DI-451 Award Certification form for the Diversity Award

This form is also available on Webforms. To access the form, go to @theCore, select A-Z Index, scroll to W, select Webforms, click on DOI (DI) on the left-side menu, and click on DI-451 Award Certification.

The author of the nomination will prepare the “**202X DEIA Award Nomination Form**,” attach it to the Justification Section of the **DI-451**, select “**Other Awards**” in the Bureau-Specific Award section, type in “**202X DEIA Award**” in the description box and forward it to the next reviewer who is the supervisor of the nominee.

- The supervisor of the nominee will review, sign the **Supervisor Concurrence** box, and submit the form to the next reviewer.
- That person, the AD, RD, or Science Support Office Head, will sign the **Recommending Official** box and submit the form to the next reviewer who is the Chief, Office of Diversity and Equal Opportunity.
- The DEO Chief will sign the **Reviewing Official** box and submit the form to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov for further processing.

Note: For a Group Award, the DI-451 form should contain one name (preferably the Lead) from the group in the Name block to allow processing of the form through signature channels. A list of all names should be provided in the write up along with a description of each person’s contributions. The supervisor of the Lead signs the **Supervisor Concurrence** box and sends through the channels noted above.

The Bureau Honor Awards Coordinator will compile all nominations and forward to the Office of Diversity and Equal Opportunity (DEO). DEO will evaluate the nominees and select the awardees. DEO will notify the Bureau Honor Awards Coordinator of the awardees.

Recipients and their supervisors will be notified in writing of the status of their nomination by the Bureau Honor Awards Coordinator.

The awards may be presented at the USGS National Awards Ceremony in Reston, or awardees' office locations. Travel costs will be negotiated between the nominating office and the awardee's office.

If you have questions on content of award nominations, please contact representatives listed below, from the Office of Diversity and Equal Opportunity:

USGS Office of Diversity and Equal Opportunity:

Regina-Neal Mujahid
12201 Sunrise Valley Drive, MS 602
Reston VA. 20192-0002
Phone: 703-648-7760
Email: rneal-mujahid@usgs.gov

Ernestine Coleman
12201 Sunrise Valley Drive, MS 602
Reston VA. 20192-0002
Phone: 703-648-7775
Email: ecoleman1@usgs.gov

[Doug D. Nebert NSDI Champion of the Year Award \(FGDC\)](#)

<http://www.fgdc.gov/nebertaward>

This award recognizes an individual or a team representing Federal, State, Tribal, regional, and local government, academia, or nonprofit and professional organization that has developed an outstanding, innovative, and operational tool, application, or service capability used by multiple organizations that furthers the vision of the National Spatial Data Infrastructure (NSDI). The award honors Doug D. Nebert who was a respected colleague, technical visionary, and recognized national leader in the establishment of spatial data infrastructures (SDI). The vision of the NSDI is to assure that spatial data from multiple sources-Federal, State, Tribal, regional, and local governments, academia, and the private sector are available and easily integrated to enhance the understanding of our physical and cultural world.

Please see the above website for more information about this award, eligibility, nomination process and contacts.

Environmental Achievement Award (USGS)

The USGS Environmental Achievement Award (EAA) is a USGS honor award that recognizes employees and teams as well as partners (contractors or outside partners) who have attained exceptional natural resource conservation and environmental sustainability achievements. These awards represent efforts that go above and beyond the person or team's regular, expected performance. The EAA categories are: Sustainable Innovation, Environmental Dream Team, Good Neighbor, Greening Vehicles, Business Travel, and Commuting, Climate Champion (Mitigation), Climate Champion (Resiliency), Cultural Resources Protection, Environmental Remediation and Restoration, Environmental Conservation Stewardship, Environmental Justice, Ralph Regula Conservation and Stewardship Champion, Good Neighbor, Building the Future, and Purchasing Power.

Eligibility

USGS employees and teams as well as partners (contractors or outside partners) are eligible for this award.

Process

A call for nominations is made annually through Human Capital on behalf of the USGS Environmental Management Branch. The nomination form and instructions can be found in the SharePoint site listed above. The USGS EAA Review Selection Team reviews and recommends each year's nominations for USGS Director's review and concurrence. Moreover, strong nominations that document substantial achievements may be elevated to the DOI EAA level award subject to USGS Director's approval.

Preparation of the DI-451 Award Certification Form

The nomination is downloaded into the Justification Section of the DI-451 Award Certification form as an attachment and appropriate signatures are acquired. The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record or the team lead if a group award signs "Supervisor Concurrence"; (2) the appropriate ELT member signs as the "Reviewing Official" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for the Director's concurrence.

Evidence of the Award and Presentation

The USGS EAA(s) are presented either at local duty station presentations or at the annual USGS Honor Awards Ceremony in Reston, Virginia, or both. Awardee(s) receive a small plaque made out of sustainable materials and a letter of recognition signed by the Associate Director for Administration. Recipients and honorable mentions become a part of a network of environmental professionals who help spread best management practices across the USGS. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 4 for nomination form. Contact Paul Kallus, pkallus@usgs.gov USGS EAA Program Coordinator, if you have any questions.

Excellence in Leadership Awards (USGS)

USGS Excellence in Leadership Award | U.S. Geological Survey

The Excellence in Leadership Award is a USGS honor award that recognizes an employee, or group of employees, for their outstanding acts, services, or achievements that exemplify and support the USGS goals of developing a leadership-centered culture throughout the Bureau. The Early Career Award was implemented for employees with 10 or fewer years of federal service (includes all federal service including student, term, and temporary appointments).

Eligibility

Nominee(s) must be a USGS employee or group of employees. Nominee(s) as a group or as an individual must not previously have received this award. However, if an individual has received the award individually, they can receive the award as a member of a group and vice versa. The contribution(s) being recognized must have occurred in the past two years (from the date of the nomination deadline) for both the Leadership and the Early Career awards.

Process

A call for nominations is made annually through the Human Resources Office on behalf of the Director. Specific award criteria and nominee information will be provided with the annual solicitation memorandum. Nominations will be evaluated, and award recipients selected by a panel consisting of one Deputy Director, one Associate Director, one Regional Director, the Associate Director for Administration, and one graduate of Leadership 201. One individual recipient and/or a group of employees will be selected annually for each award (Excellence in Leadership and Early Career Excellence in Leadership).

Preparation of the DI-451 Award Certification Form

In the Recommendation and Approval section of the DI-451 Form:

Select bureau-specific award and check the “other awards” box and fill in Excellence in Leadership Award or Early Career Excellence in Leadership. The nomination is downloaded into the Justification Section of the DI-451 Award Certification form as an attachment and appropriate signatures are acquired. The signature format for completing the Award Certification, DI-451 is as follows: (1) the author/nominator of the award signs as the “Recommending Individual”; (2) the supervisor of record will sign “Supervisor Concurrence”; (3) the appropriate ELT member signs as the “Reviewing Official” and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov

Evidence of the Award and Presentation

Each recipient receives a certificate and citation signed by the Director. The award is presented by the Director at a USGS Honor Awards Ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Exemplary Act Award (DOI)

The Exemplary Act Award is a Department of the Interior honor award and recognizes an employee who attempts to save the life of another, or for a private citizen who attempts to save the life of a departmental employee serving in the line of duty or any other person while on property owned by or entrusted to the Department, when risk to their own life is **not** an issue. The act does not have to be related to official duties and the site of the incident does not have to be the official duty station. The award is based on the nature of the act and is given to individuals or to a group. The award should be submitted no more than six months after the exemplary act occurred.

Eligibility

Employees at all levels in the Department are eligible for this award. An employee can receive the award more than once. In exceptional instances, the award may be given to a private citizen or group of citizens.

Process

Nominations may be made by any individual or group of individuals who have knowledge of the heroic act. The nomination must be prepared as a Word doc in citation format for the **Director's signature (single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum)** and submitted through supervisory channels of the office or discipline aware of the heroic act.

Preparation of the DI-451 Award Certification Form

The citation is downloaded into the Justification Section of the DI-451 Award Certification form as an attachment and appropriate signatures are acquired. The signature format for completing the Award Certification, DI-451 is as follows: (1) Supervisor of record signs "Supervisor Concurrence"; (2) the Center Director signs as the "Recommending Individual"; (3) the appropriate ELT member signs as the "Reviewing Individual" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's signature.

Evidence of the Award and Presentation

Each recipient receives a citation and certificate signed by the Director. The award is presented at an appropriate occasion such as the annual USGS Honor Awards Ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 5

Gary L. Hill Watercraft Safety Award

This award honors Gary Hill, a respected colleague, technical visionary, and leader of the USGS Watercraft Safety Program. The award recognizes those individuals who have made significant contributions towards the enhancement of the USGS Watercraft Safety Program through the development or contribution to safe work practices associated with watercraft operations; the conduct of effective training and/or implementation of watercraft safety requirements; and by providing exceptional customer service to watercraft stakeholders and those who use watercraft to perform work activities.

Eligibility

All USGS employees are eligible nominees for these awards, either individually or collectively.

Process

Nominations are solicited annually by the HRO on behalf of the USGS Safety and Health Council. An email goes out to all USGS employees. The nomination must be prepared in Word format (**Times New Roman, 12 Font**) and attached to the Justification section of the DI-451. Nomination must be in citation format (like the sample in attachment 11). The USGS Safety and Health Council will review and select nominations for Director's approval.

Evidence of the Award and Presentation

Individual Award recipients receive a citation signed by the Director, a certificate, and a medallion. **Group Award** recipients receive a letter congratulating each employee in the group signed by the Director and a certificate and medallion for each employee in the group.

Organization Award recipients (for an entire Center) receive a letter signed by the Director and a plaque. Presentation of the award will be at the annual Bureau awards ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Preparation of the DI-451 Award Certification Form

The signature format for completing the Award Certification, DI-451 is as follows: (1) The supervisor of record signs "Supervisor Concurrence"; (2) the author of the nomination signs as the "Recommending Individual"; (3) the appropriate ELT member signs as the "Reviewing Official" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's signature, and, if the award goes to the Department, for Assistant Secretary for Water and Science signature.

[Going the Extra Mile \(GEM\) Award \(USGS\) \(National Center Employees\)](#)

The GEM Award recognizes USGS employees located at the National Center in Reston, Virginia, for outstanding contributions or performance. The award honors employees who have “gone the extra mile” and have performed above and beyond normal job duties.

Eligibility

Any USGS employee may nominate any USGS employee located at the National Center for this award with the exception that employees cannot nominate their own supervisors. **Contractors and volunteers are not eligible for this award.**

Process

Any employee or group of employees may initiate a nomination for any National Center employee at any time. Nominations must have the concurrence of the individual’s supervisor who submits the DI-451 with justification included to the Bureau Honor Awards Coordinator for processing.

Preparation of the DI-451 Award Certification Form

The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record will sign “Supervisor Concurrence” and submit to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov for processing.

Evidence of the Award and Presentation

Award recipients receive a certificate and parking pass in the F lot beginning the first day of the month for that month (28-31 days depending on the month). A total of eight parking passes are available to National Center recipients. The supervisor of the recipient will present the award.

[Henry Gannett Award \(USGS\) \(topographic mapping\)](#)

<http://nationalmap.gov/gannett/process.html>

The Henry Gannett Award recognizes sustained and distinguished contributions to USGS topographic mapping of the Nation. This award is given for activities which result in significant gains or improvements in advancing the mission of the National Geospatial Program and the interests of the geospatial community in general.

Please see the above website for eligibility, award criteria, nomination and selection process, award presentation and recipients.

[James R. Balsley, Jr. Award for Excellence in Technology Transfer](#)

This Award recognizes outstanding contributions that further technology innovation and transfer. The purpose of this award is to recognize USGS scientific, engineering, technical, and science support employees for (1) inventions or other outstanding scientific or technological contributions of value to the United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within USGS and result in the use of such science and technology by American industry or business, universities, State or local Government, or other non-Federal parties.

Please email gs-a_opa@usgs.gov for information on eligibility, award criteria, the nomination and selection process, award presentation and recipients.

[John Wesley Powell Award \(USGS\) \(non-employees\)](#)

The John Wesley Powell Award is a USGS honor award that recognizes an individual or group, **not employed by the Federal Government**, whose contributions to the USGSs objectives and mission are noteworthy. Five awards may be given each year, with one recipient selected from each of the following categories:

- Industry
- Educational institution
- State and local government
- Societies and associations
- Private citizens, groups, or organization

Eligibility

Any individual or groups not employed by the Federal Government whose contributions are noteworthy to the objectives and programs of the USGS are eligible for the John Wesley Powell Award. Individuals or organizations working under contract to the Federal Government are **not** eligible for this award.

Process

Nominations are solicited annually by the Human Resources Office on behalf of the USGS Director. An email goes out to all USGS employees. The nomination must be prepared as a Word doc in citation format for the **Director's signature (single-spaced on one page, Times New Roman, 12 Font, justified, 350 words maximum)** and submitted through supervisory channels with the endorsement by the ELT member prior to submitting it to the Bureau Honor Awards Coordinator who will prepare a Letter of Commendation for Director's signature. There can only be one selection per category for this award.

Preparation of the DI-451 Award Certification Form

Because the nominee is not an employee the DI-451 won't recognize the person and, therefore, will not load any information. A blank DI-451 must be printed out and filled in manually with the citation attached to it and sent to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's signature. The author of the nomination signs in the Recommending Individual box and the ELT member signs as Reviewing Official. The Approving Official box is saved for the Director's signature.

Evidence of the Award and Presentation

The award consists of a brass benchmark set in a wooden plaque engraved with the recipient's name, a letter of commendation and citation signed by the Director. The award is presented at an appropriate occasion such as the annual USGS Honor Awards Ceremony. In some cases, there may be an opportunity to make such presentation in conjunction with meetings or organized groups with which the honoree may be associated, such as chambers of commerce, civic clubs, professional organizations, conservation groups, State geologic groups, and similar organizations. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office. Contact Joanne Jones (jcjones@usgs.gov) at the HIF for Benchmark plaque information.

See Attachment 7

Length of Service (LOS) Recognition

The USGS uses the service computation date annual leave as the basis for LOS certificates with the exception of honorably discharged retired military whose service computation dates must be manually calculated by the Human Capital Office to capture length of service for the purpose of the LOS awards. This calculation will have no effect on leave categories or retirement dates. **USGS recognizes employees in 10-year increments.**

NOTE: It is the sole responsibility of the submitting office to remember to write the congratulatory letters for their 30+ LOS award recipients. Please ensure accuracy of content, grammar and format before the letters are submitted up the line for signature. Please take some time in writing these letters. Your people have dedicated their lives to the Federal government. Please show them you appreciate them.

See Attachments 8 and 9 for more information

Meritorious Service Award (DOI)

The Meritorious Service Award (MSA) was established in 1948 and is the second highest Departmental award that can be granted a career employee. The MSA may be granted for an important contribution to science or management; a notable career; superior service in administration or in the execution of duties; innovation in devising new and improved work methods and procedures; superior achievement in improving safety or health of workers or employee morale; superior accomplishments in fostering the objective of equal employment opportunity; or important contributions to energy conservation.

Eligibility

The award is for career employees of the Department typically in mid-career who may have received one or more Superior Service Award (SSA). However, prior receipt of a SSA is not a prerequisite for a MSA. Employees should be considered and nominated for the MSA at the time an important contribution is made. The MSA can be granted and presented throughout the year and can also be given to an employee at a retirement ceremony. **Nominations are not considered six months after the date of retirement or separation of an employee. An employee can only receive one MSA in their career.**

Process

Nominations are solicited annually by the Human Resources Office on behalf of the Director. An email goes out to all USGS employees. The nomination must be prepared in citation format for the Assistant Secretary for Water and Science signature (**single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum**) and submitted in **Word format** through supervisory channels. The Word document is downloaded into the DI-451 Award Certification form as an attachment and appropriate signatures are acquired.

Evidence of the Award and Presentation

Each recipient receives a certificate and citation signed by the AS/WS along with an engraved silver Meritorious Service Award medal and silver lapel pin. Awards will be scheduled for presentation at the annual USGS Honor Awards Ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Preparation of the DI-451 Award Certification Form

The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record signs "Supervisor Concurrence"; (2) the appropriate ELT member signs as the "Recommending Individual" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Assistant Secretary for Water and Science signature.

See Attachment 6

Rufus D. Catchings Diversity Outreach Award

The Rufus D. Catchings Diversity Outreach Award recognizes outstanding collaboration between a USGS employee or team and a partnering organization to share and encourage interest in science with minority or underserved students. The award is named for Dr. [Rufus D. Catchings](#), who joined the USGS in 1979, one of the first African-American research geophysicists to join the Survey.

Process

Nominations are solicited annually by the HRO on behalf of the Office of Communications and Publishing. Award criteria and instructions for preparing and submitting nominations are provided at the RDC website. Any questions related to the RDC Awards should be sent directly to RDCOutreachAward@usgs.gov.

Nomination Website: Go to @theCore, select A-Z Index, scroll to R, select Rufus D. Catchings Diversity Outreach Award

Eligibility

Individual: A USGS employee who has, at minimum, engaged in events aimed at science exposure, mentorship, and education of predominately minority students, minority-serving programs, or minority-centered events.

Group: A group of 2 or more USGS employees who have, at minimum, created new programs, events, or initiatives aimed at education, engagement, and product development aimed at science exposure, mentorship, and education of predominately minority students, minority-serving programs, or minority-centered events.

Selection Process

A committee of USGS leadership reviews the nominees and the USGS Director selects the winner at the Committee's recommendation.

Evidence of the Award and Presentation

Winners are recognized at an annual USGS Honor Awards Ceremony and receive a personalized trophy. Travel costs and logistical support associated with presentation of these awards are the responsibility of the nominating office.

Safety and Occupational Health Award of Excellence (USGS, DOI)

The DOI/USGS Safety awards program is a tiered safety award and health program. The award recognizes individuals or organizations that performed an outstanding service for or made a contribution of unusual value to the occupational safety and health of employees, visitors, and volunteers. The accomplishments of the individual or organization contribute toward the establishment of a safe and healthful environment within the DOI that builds a culture that will move it toward the goal of zero loss to personnel and material resources.

Eligibility

All DOI employees and volunteers are eligible nominees for these awards, either individually or collectively.

Process

Nominations are solicited annually by the Human Resources Office on behalf of the USGS Safety and Health Council. An email goes out to all USGS employees. The nomination must be prepared in **Word format (Times New Roman, 12 Font)** and attached to the Justification section of the DI-451. **Nomination must be in citation format (see attachment 10).** The USGS Safety and Health Council will review and select nominations for Director's approval. The USGS Safety and Health Council **may** submit USGS award winner(s) for the Department's award.

Evidence of the Award and Presentation

Individual Award recipients receive a citation signed by the Director (USGS Award) or signed by the Secretary of the Interior (DOI Award), a certificate and a medallion. **Group Award** recipients receive a letter congratulating each employee in the group signed by the Director or Secretary (whichever is appropriate), a certificate for each employee in the group, and a medallion for each employee in the group. **Organization Award** recipients (for an entire Center) receive a letter signed by the Director or Secretary (whichever is appropriate) and a plaque. Presentation of the award will be at a Departmental Awards Convocation or an annual Bureau awards ceremony depending on the level of the award. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office. DOI award nominations not selected for the DOI Secretarial Safety Award may be recognized by the DOI Office of Occupational Safety and Health (DOI OOSH). In those instances, recipients will receive a plaque and medallion issued by the DOI OOSH and mentioned in the USGS Honor Awards Ceremony program.

Preparation of the DI-451 Award Certification Form

The signature format for completing the Award Certification, DI-451 is as follows: (1) The supervisor of record signs "Supervisor Concurrence"; (2) the author of the nomination signs as the "Recommending Individual"; (3) the appropriate ELT member signs as the "Reviewing Official" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov. Nominations will be forwarded to the Bureau Safety Manager for USGS Full Time Safety and Health and USGS Safety and Health Council concurrence prior to the Bureau Honor Awards Coordinator for processing the form for Director's signature, and, if the award further goes to the Department, for Assistant Secretary for Water and Science signature.

For additional information see [USGS 445-2-H Chapter 8 "Occupational Safety and Health Awards](#). See **Attachment 11**

Samuel J. Heyman Service to America Medals (Sammies) (DOI)

Samuel J. Heyman Service to America Medals (Sammies)

The Partnership for Public Service celebrates the achievement of federal employees whose work, performed to high standards of excellence, is essential to the health, welfare and security of American society. Dubbed the Oscars of government service, the *Sammies* honor our nation's talented and dedicated Federal workforce by shining a spotlight on the innovative and selfless individuals and teams who make our civil service the best in the world.

Nomination Guidelines

Nominator Eligibility

Nominators can be anyone—fed or non-fed, friend or family member, supervisor or employee. However, we do not accept self-nominations.

Nominee Eligibility

While nominators are not required to be federal employees, nominees must be career civilian federal employees of the Executive Branch of the U.S. government (which includes DOI bureaus). Similar employees of the Library of Congress, Government Accountability Office, Congressional Budget Office, Office of the Capitol Architect, Government Publishing Office, Administrative Office of the U.S. Courts, Smith Institution and Botanical Gardens, plus commissioned office of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration are all eligible.

For all medal categories, with the exception of Career Achievement, please identify an accomplishment that has occurred within the past three years. We want to share the most recent government success stories that will best resonate with the American public.

For Career Achievement, nominations should highlight a series of accomplishments or sustained achievement throughout the nominee's 20 or more years as a public servant.

Considering submitting a nomination in Call to Service or Career Achievement? Please review the medal category details below for additional eligibility requirements for those two awards.

Medal Categories

- *Federal Employee of the Year (see below)
- Paul A. Volcker Career Achievement
- Emerging Leaders
- Safety and Law Enforcement
- Management Excellence
- National Security and International Affairs
- Science and Environment

General eligibility requirements apply to all medal categories; special eligibility criteria apply to select categories as listed below.

***Federal Employee of the Year Medal:** This award recognizes a federal employee whose professional contributions exemplify the highest attributes of public service. **Special Guidelines:** This award is chosen by the Sammies Selection Committee from among the group of finalists of all medal categories. Nominations are not accepted for this category.

Paul A. Volcker Career Achievement Medal: This medal recognizes a federal employee who has led significant and sustained achievements during 20 or more years of public service.

Special Eligibility Criteria: Nominee must have worked in public service for at least 20 years as of January 1 during the current nomination cycle.

Emerging Leaders Medal: This nomination category is offered to encourage special consideration for young federal employees who have made an important contribution early in their professional career. Selected finalists will be assigned to other medal categories according to the nature of their work and accomplishments. **Special Eligibility Criteria:** Nominee must be 35 or younger as of January 1 during the current nomination cycle.

Safety, Security and International Affairs: This medal recognizes a federal employee for a significant accomplishment in fields such as civil rights, cyber-security, emergency preparedness and response, border security, counter-terrorism, defense and military affairs, intelligence or diplomacy

Management Excellence Medal: This medal recognizes a federal employee for demonstrating superior leadership and management excellence through a significant contribution to the nation that exemplifies efficient, effective and results-oriented government.

National Security and International Affairs Medal: This medal recognizes a federal employee for a significant accomplishment in fields such as border security, counter-terrorism, defense and military affairs, intelligence, nuclear nonproliferation, diplomacy, foreign assistance or trade.

Science and Environment Medal: This medal recognizes a federal employee for a significant contribution to the nation in activities related to science and environment (including biomedicine, economics, energy, information technology, meteorology, resource conservation and space).

Process

The annual call for nominations for these awards comes from the Office of Human Resources. Please visit the website listed above for more details on categories, past winners, etc. Anyone familiar with the nominee's accomplishments may submit a nomination. The award recipients are determined by the Partnership for Public Service based on the votes submitted by a Selection Committee consisting of national leaders representing government, business, entertainment, media, and the non-profit/foundation community.

Evidence of the Award and Presentation

The recipients will be honored at a DOI awards ceremony in Washington, D.C. Awardees will receive a monetary award and will be featured in an issue of *Government Executive* magazine. The *National Journal* and *The Atlantic Monthly* will also profile the award recipients. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Shoemaker Communication Awards (USGS)

Go to @theCore, select A-Z Index, scroll to S, select Shoemaker Awards.

The Eugene M. Shoemaker Communications Awards were established in 1997 to recognize extraordinary examples of communicating and translating complex scientific concepts and discoveries into words and pictures that capture the interest and imagination of the American public and increase their knowledge and understanding of the USGS mission.

Process

Nominations are solicited annually by the Office of Communications and Publishing. Award criteria, eligibility guidelines, and instructions for preparing and submitting nominations are provided at the Shoemaker Awards webpage on @theCore. Any questions related to the Shoemaker Awards should be sent directly to internal_feedback@usgs.gov.

Award categories: Shoemaker Lifetime Achievement in Communications Award and Shoemaker Communications Product Excellence Award.

Lifetime Achievement in Communications

This award is presented to a scientist whose career exemplifies consistent efforts to create excitement and enthusiasm for science among non-scientists.

Eligibility: See Shoemaker webpage on @theCore for eligibility requirements. To access this page, go to @theCore, select A-Z Index, scroll to S, select Shoemaker Awards.

Selection Process: A committee of past Lifetime Achievement Award recipients and other USGS representatives review the nominees and sends the selected winner to the USGS director for awareness.

Evidence of the Award and Presentation: Winners are recognized at an annual USGS Honor Awards Ceremony and receive a personalized trophy. Travel costs and logistical support associated with presentation of these awards are the responsibility of the nominating office.

Communications Product Excellence

These awards recognize information products developed for non-technical audiences and convey complex scientific concepts to non-science audiences. Each year, the Office of Communications and Publishing honors exceptional communications products in the Large Print, Small Print, Webpage/Website, Graphic, Audio/Visual, and Social Media Campaign categories.

Eligibility: See Shoemaker webpage on @theCore for eligibility requirements. To access this page, go to @theCore, select A-Z Index, scroll to S, select Shoemaker Awards.

Selection Process: Entries will be judged and selected by a panel of communications experts from other federal agencies and the private sector.

Evidence of the Award and Presentation: Winners are recognized at an annual USGS Honor Award Ceremony and receive a personalized trophy. Travel costs and logistical support associated with presentation of these awards are the responsibility of the nominating office.

Superior Service Award (DOI)

The Superior Service Award (SSA) was established in 1971 and is a departmental honor award granted for significant acts, services, or achievements that materially aid or affect the successful accomplishment of the Department and the Bureau's mission. The SSA recognizes the employee's accomplishment of a particularly difficult or important mission operation or assignment/project in a manner that reflects favorably on the individual or the bureau; development of a new procedure or process that results in substantially increased productivity, efficiency or economy of operation; innovations of significance which further bureau programs; or for any other aspect of superior performance related to assigned duties and deemed to be deserving of special recognition. The SSA is signed by the Director.

Eligibility

Employees at all grade levels are eligible to be nominated for an SSA. The nomination must be based on the employee's contribution while he or she is actively employed and at the time a superior contribution is made. **Final action on the nomination must be completed no later than six months after retirement or separation of an employee. Employees may receive more than one SSA during their career because this award is project based.**

Process

Nominations are solicited annually by the Human Resources Office on behalf of the Director. An email goes out to all USGS employees. The nomination must be prepared in citation format for the **Director's signature (single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum)** and submitted in **Word format** through supervisory channels. The Word doc is downloaded into the DI-451 Award Certification form as an attachment and appropriate signatures are acquired.

Evidence of the Award and Presentation

Each recipient receives a certificate and a citation signed by the Director and a bronze lapel pin. SSA's are presented at an appropriate occasion such as an ELT-level awards ceremony with participation from supervisors, cost center managers, and others as appropriate. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Preparation of the DI-451 Award Certification Form

The nomination will be submitted in Word format and attached to the Justification section of the DI-451. The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record signs "Supervisor Concurrence"; (2) the author of the nomination signs as the "Recommending Individual"; (3) the appropriate ELT member signs as the "Reviewing Official" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's signature.

See Attachment 6

[Travel Costs to Attend USGS and DOI Award Ceremonies](#)

It is the responsibility of the award recipient's office to cover the cost of all travel and per diem for the award recipient (this includes retirees in which instance the office corporate card can be used). It is permissible for that office to also pay the travel and per diem for one guest to attend with the recipient (day incoming, day of the ceremony, day outgoing), if the budget allows. If the recipient must stay extra days to attend meetings (TDY), the per diem for the guest is not allowed to be paid with government funds but is an out-of-pocket expense for the recipient and guest for those extra days.

[Unit Award for Excellence of Service \(USGS\)](#)

The Unit Award for Excellence of Service is a departmental honor award granted to recognize a group or team of DOI employees who have worked together as a unit to perform a service above and beyond and what is considered superior. The Unit Award is signed by the Director.

Eligibility

Any group or teams of employees who work as a unit are eligible for nomination. The contributions must be made while employed by the Department of the Interior and accomplished during a period of performance that ordinarily does not exceed two years. **Nominations must be submitted within six months after the superior performance cited in the documentation.**

Process

Nominations are solicited annually by the Human Resources Office on behalf of the Director. An email goes out to all USGS employees. The award is recommended by the immediate supervisor or individual most familiar with the group contribution. The nomination must be prepared in citation format for the **Director's signature (single-spaced on one page, Times New Roman, 12 Font, justified, 350 words maximum)** and submitted in **Word format** through supervisory channels. The Word document is attached to the Justification section of the DI-451 and appropriate signatures are acquired.

Evidence of the Award and Presentation

The award includes one large certificate for the group and a citation for each member of the group signed by the Director. The Unit Award is presented at an appropriate occasion such as the annual USGS Honor Awards Ceremony or a local duty station. Transportation expenses for recipients attending the ceremony are the responsibility of the nominating office.

Preparation of the DI-451 Award Certification Form

Only one name can be inserted in the form so the Lead person should be selected just to make the form work. The citation and a list of awardees, their offices and duty stations are attached to the Justification section of the form. The signature format for completing the DI-451 is as follows: (1) the supervisor of record signs "Supervisor Concurrence"; (2) the author of the nomination signs as the "Recommending Individual"; (3) the appropriate ELT member signs as the "Reviewing Official" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's signature.

See Attachment 12

USGS Community for Data Integration Leadership Award

<https://www.usgs.gov/centers/community-for-data-integration-cdi/usgs-community-data-integration-leadership-and>

The USGS Community for Data Integration (CDI) Leadership and Innovation Award is presented to a community member for outstanding leadership, innovation, and vision in guiding USGS data integration activities through the CDI community of practice. The award is meant to recognize an individual who brings new ideas to life and provides their unwavering leadership to produce tangible results that will improve data integration, access, and discovery.

Frequency

One award every two years (biennial)

Deadline for nominations:

February 15 every two years beginning in 2021

Eligibility

This program applies to all USGS employees and other individuals involved with the USGS Community for Data Integration. Nominees must not have received the award previously.

Criteria

The nominee actively seeks collaborative approaches, embraces new perspectives, and provides a high-energy forum to address on-the-ground data integration needs of the community. Through their leadership, the nominee's contributions move the CDI, the USGS and its partners forward to a more integrated data landscape that ultimately advances USGS science.

Process

Any individual having sufficient knowledge of the contribution may submit a nomination to the CDI at gs_cdi@usgs.gov. Format for the citation: **Single-spaced, one page, Times New Roman Font 12, justified, 350 words maximum**. A committee consisting of CDI facilitators reviews the nominees and makes a recommendation to the executive sponsors of the CDI, who make the final selection of the winner.

Evidence of the Award and Presentation

The award includes the citation, a certificate, and a trophy. It is presented at the biennial CDI meeting.

Valor Award (DOI)

The Valor Award was established in 1957 and is the highest honor granted by the Department for a valiant act by an employee. The Valor Award is granted to employees of the Department who demonstrate unusual courage involving a high degree of personal risk in the face of danger and risk their lives while attempting to save the life of another. The heroic act does not have to be related to official duties and the site of the incident does not have to be the official duty station. The award is based on the nature of the act and is given individually. The award should be submitted no more than six months after the date of the heroic act unless special justification is provided.

Eligibility

Employees at all levels in the Department are eligible for this award. An employee may receive a Valor Award more than once during their career.

Process

Nominations are solicited annually by the Human Resources Office on behalf of the Director. An email goes out to all USGS employees. Nominations may be made by any individual or group of individuals who have knowledge of the heroic act. The nomination must be prepared in citation format for the **Secretary's signature (single-spaced on one page, Times New Roman 12 Font, justified, 350 words maximum)** and submitted in **Word format** through supervisory channels. The citation is attached to the Justification section of the DI-451 and appropriate signatures are acquired.

Evidence of the Award and Presentation

Each recipient receives an engraved gold medal and citation signed by the Secretary. Valor Awards will be scheduled for presentation at the Department Awards Convocation in Washington D.C. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Preparation of the DI-451 Award Certification Form

The nomination will be submitted in Word format and attached to the Justification section of the DI-451. The signature format for completing the Award Certification, DI-451 is as follows: (1) the supervisor of record signs "Supervisor Concurrence"; (2) the appropriate ELT member signs as the "Recommending Individual" and submits the DI-451 to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov who will process the form for Director's review and Assistant Secretary for Water and Science approval.

See Attachment 13

William T. Pecora Award (Remote Sensing) (DOI/NASA)

<http://remotesensing.usgs.gov/pecora.php>

The William T. Pecora Award is presented annually to individuals or groups that make outstanding contributions toward understanding the Earth by means of remote sensing. The award is sponsored jointly by the Department of the Interior and the National Aeronautics and Space Administration.

Please see the above website for more information about this award, eligibility, nomination process and deadline, contacts, past winners and their contributions. You may also email: pecora@usgs.gov

See Attachment 14

Attachment 1 – Aviation Safety Award nomination forms

Nomination for the Department’s Aviation Safety Award

This award recognizes 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 only one such award shall be presented annually at the DOI Convocation in the Main Interior Building, Washington D.C.

Standard. Individual or group contribution did not occur during an in-flight emergency (see description for the In-Flight Award on page 30 of this Guide.)

Criteria

- The circumstances being considered must clearly demonstrate an outstanding contribution to aviation safety or aircraft accident prevention within DOI.
- The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for recognition.

Procedures. Nominations for this award will be in narrative form identifying, in detail, the act or service to be considered and why the act or service is deserving of recognition.

Nominee’s full name:

Nominator’s name and phone number:

Narrative of the event and actions taken (this will be the official narrative that accompanies the plaque):

Nomination for the Airward

This award is established to provide timely recognition to any individual who has demonstrated positive behavior or actions promoting DOI aviation safety, such as correcting a hazardous situation, submitting a good idea, or just making a difference. Any individual having sufficient knowledge of the individual's action may submit a nomination.

Nominee's full name:

Pilot certification number (if applicable):

Nominator's name and phone number:

Narrative of the event and actions taken (this will later be printed in the Airward Newsletter and will accompany the baseball cap):

Nomination for Award for In-Flight Action

This award is established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, skill, knowledge, judgment, technique, courage, or other exemplary action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence. The award may also be presented to non-DOI personnel. Any individual having sufficient knowledge of the individual's action may submit a nomination.

Award Categories

- Flight Crewmember Award
- Aircrew Member Award (restricted to individuals who are not Flight Crewmembers, but are assigned aircrew members)
- Individual Non-Crewmember Award

Procedures

Nominations will contain a narrative of the event and actions that were taken by the nominee(s) in dealing with an emergency or while minimizing damage or injury.

Nominations should be submitted within 30 days of the event.

Emergencies under the following conditions will not be considered for the award:

- Self-induced emergencies.
- Actual emergencies occurring during a simulated emergency that require no added skill to land the aircraft successfully, e.g., a single engine landing performed after an unsuccessful attempt to restart an engine that was intentionally shut down to practice single engine procedures.
- Emergencies occurring due to noncompliance with published regulations, procedures, or policy guidance, e.g., deviation from a preplanned and approved non-special use activity to a low-level flight, which results in a wire strike and emergency landing or engine failure due to fuel starvation because of poor preflight planning, and fuel management, etc.

Nominee's full name:

Pilot certification number:

Nominator's name and phone number:

Narrative of the event and actions taken (this will be the official narrative that accompanies the plaque):

Nomination for Award for Safe Flying

This award is established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered. This award is restricted to DOI employees.

Standards

- All dates of computation for this award must be for the period the employee was on official DOI pilot status. However, periods of consideration need not be consecutive. A copy of pilot status authorization or other substantive documentation must be submitted with the nomination.
- If the nominee has experienced an aircraft accident where pilot error or negligence was a causal or contributing factor, that individual is ineligible for consideration for any years prior to the accident. Dates of consideration are not retroactive for periods prior to a known accident and must not be omitted to avoid identification of an accident or unsafe behavior.
- The nominee must have demonstrated safe, professional behavior as a DOI pilot for the period of consideration.

Criteria

- The employee must be a professional pilot (GS-2181), dual-function, or incidental pilot.
- All flight time submitted will have been acquired while flying as a pilot in command, as defined by 14 CFR 61, while on official DOI business.

Award Categories

- Award of Merit. 5 years or 1,000 hours of safe flying
- Award of Distinction. 10 years or 3,000 hours of safe flying
- Award of Excellence. 15 years or 5,000 hours of safe flying
- Award of Honor. 20 years or 7,500 hours of safe flying
- Secretary's Award of Honor. More than 25 years or more than 10,000 hours of safe flying

Nominee's Full Name:

Federal Aviation Administration Airman's Certificate Number:

Pilot Status (e.g., professional pilots (GS-2181), dual-function, or incidental - If the nominee is an incidental pilot, the Letter(s) of Authorization for the years being considered should also be submitted):

Period of consideration and total number of safe flying hours attained:

Nominator's name and phone number:

Narrative of the event and actions taken (this will be the official narrative that accompanies the plaque):

Nomination for Significant Contribution to Aviation Safety

This award was established to recognize an individual, group, or organization for a significant contribution to aviation safety or aircraft accident prevention within DOI. DOI individuals or groups are eligible to receive this award.

Criteria

- The circumstances being presented must clearly demonstrate a significant contribution to aviation safety or aircraft accident prevention effort within DOI.
- The circumstances being considered must be verified and attested to for the substance and accuracy of the proposal by individual(s) other than those being considered for the award.

Nominee's Full Name:

Nominator's name and phone number:

Narrative of the event and actions taken (this will be the official narrative that accompanies the plaque):

Attachment 2 – Sample of Citizen’s Award for Exceptional Service

CITATION

CITIZEN’S AWARD FOR EXCEPTIONAL SERVICE

NAME

In recognition of they/them outstanding volunteer contributions to the mission of the U.S. Geological Survey (USGS).

As a USGS Volunteer for Science with the XXX Region, FIRST/LAST NAME has helped improve the geologic basis for identifying soil organic carbon that is highly vulnerable to climate change. This soil organic carbon is located in Siberia where vast regions retain wind-blown, lacustrine, and alluvial permafrost deposits rich in organic carbon and ground ice yet highly remote and inaccessible for study by scientists. In 2011, NAME and a team of other volunteers began to scan, rectify, digitize, and help publish Quaternary geologic maps made in Russia by Russian geologists. As an initial product, the team published the extent and description for “Yedoma” (frozen, wind-blown, Pleistocene in age) deposits in the Siberian region. This initial product was used in the Intergovernmental Panel on Climate Change report for 2012. Subsequently, NAME has single-handedly continued the digitization of all geologic units for some 15 maps, logging in hundreds of volunteer hours toward this end. This unique and extensive digital database is now being used by members of the Permafrost Carbon Network to explore and assess where and how terrestrial carbon was buried and frozen over the past 20,000 years. This information helps to constrain rates of carbon sequestration of atmospheric CO₂ by northern latitude terrestrial systems. In turn, these map-based estimates provide landscape attributes such as depth, proximity to water, and permeability that improve our understanding of carbon accumulation in these sediments. Importantly, as climate changes and permafrost degrades in these regions, these maps will help to constrain the potential for permafrost carbon release as these sediments are subjected to decomposition during thaw. The efforts of NAME have provided digital, accessible data from remote, inaccessible regions to the international community of terrestrial scientists. Thanks to their scientific contributions, USGS conceptual and mathematical models can be built with a robust set of spatial data types that constrain the amounts and locations of sediment carbon in Siberia and show its vulnerability to climate change. For their outstanding volunteer contributions, FIRST/LAST NAME is granted the Department of the Interior’s Citizen’s Award for Exceptional Service.

David Applegate
Director

Attachment 3 – Sample of Diversity Award



U.S. Geological Survey – Diversity, Equity, Inclusion and Accessibility (DEIA) Award Nomination Form

The nomination and selection processes are based on diversity, equity, inclusion and accessibility (DEIA) key competency areas designed to improve policies, and practices that advance DEIA across the employee life cycle, that include, but not limited to, strategic best practices in hiring, promotion, requests for reasonable accommodations and long-term retention. These key competencies are described in the [Government Wide Strategic Plan To Advance DEIA](#).

Nominees should demonstrate exceptional accomplishments toward a fostering a *Model DEIA* workplace environment. The following are key competency areas for Model Diversity Competencies. They include, but are not limited to, the following:

Diversity

- Outreach and recruitment for diverse communities; activities that seek a diverse applicant pool;
- Practices that solicit and consider feedback from prospective job seekers;
- Developing effective recruitment materials to attract a broad range of talent, including individuals from underserved communities; and
- Building leadership and other training programs to help create a pipeline of promotion-eligible candidates, including individuals from underserved communities.

Equity

- Seeking opportunities to promote paid internships, fellowships, and apprenticeships.
- Evaluating leadership and career development programs to increase access to opportunities, including for members of underserved communities.
- Adopting approaches that help to map and assess the employee experience (i.e., employee journey mapping).

Inclusion

- Increasing accessibility as a core design component of physical and digital spaces;
- Training on, or raising awareness of the requirements and processes for providing reasonable accommodations and increasing accessibility;
- Training on, or raising awareness of the requirements and processes for providing religious accommodations and publicizing religious accommodations policies across the agency;

- Creating opportunities to expand the use of individual development plans, including skills assessments, mentoring, and coaching;
- Expanding the availability of DEIA trainings so that employees are supported and encouraged to promote respectful, safe, and inclusive workplaces and have increased understanding of implicit and unconscious bias;
- Taking a leadership role with one or more Employee Resource Groups (ERGs) to achieve specific outcomes supporting agency mission priorities and/or increasing understanding of the needs of the workforce;

Accessibility

- Increasing training and/or guidance on processes and mechanisms to make physical and virtual environments, including common and individual environments, equitable spaces;
- Educating users and operators of virtual environments on conducting accessible meetings, creating accessible documents, and addressing potential physical and attitudinal barriers to equitable opportunities;
- Assessing information technology and facilities against benchmarks and industry standards to support equitable access and to remove potential barriers to access;
- Working to ensure that all technology, whether developed in-house or externally, is compliant with Section 508 of the Rehabilitation Act before deployment;
- Implementing practices to improve efficiencies in resolving accommodation requests for individuals with disabilities and religious accommodations requests.

There are three categories for the Diversity Awards—non-supervisor, supervisor, and group (team, center, branch, etc.) Any employee may nominate any employee or group. Please complete this form and include a brief narrative (1 page maximum) documenting the justification for this nomination. Included on the next page is information to help you prepare your nomination.

Nominator's Name

(Include email and phone number)

Nomination is (circle one) Non-supervisor Supervisor Group

If nomination is a group, enter team leader name here and include a list of team member names in the narrative.

Name of Nominee or Team Leader

Duty Station

Immediate Supervisor

Science Center

Director _____

In preparing a nomination for a non-supervisor, supervisor, or group, consider how the nominee fits the criteria (key competencies) listed above.

Attachment 4 – USGS Environmental Achievement Award Nomination Form

USGS Environmental Achievement Award (EAA) Nomination & Project Information Form

In addition to the DI 451 Award Certification Form, all of the following fields must be completed. Only nominations for which there is a completed nomination form will be eligible for consideration.

Date:

Title of Nomination:

Nominee Name:

Location (Region, Program, Science Center, office):

Address:

Phone:

Email:

Project Date(s):

Submitter Information (Must be a USGS employee)

- **Name:**
- **Address:**
- **Phone:**
- **Email:**

Award Category (Highlight the one category that best fits your project and/or achievement):

Environmental Conservation Stewardship - This category recognizes exceptional efforts to prevent, reduce or eliminate pollution from USGS and/or federal operations and buildings, including practices that increase efficiency in the use of materials, energy, water, or other resources. The award also recognizes building operation efficiencies, including implementation of onsite clean renewable energy systems, waste diversion and reduction, innovation, procurement of environmentally friendly (sustainable) goods and services, and other pollution prevention and resource conservation efforts. In addition to reducing pollution, efforts should also show an increase in efficiencies and/or cost savings over a baseline (or the last several fiscal years).

Climate Champion (Mitigation) - This category recognizes an individual or team who are champions for development and implementation – including training/education (public or employees) –and institutionalization of operations and/or work practice standards to reduce greenhouse gas emissions associated with operations of agency owned or leased real property assets (facilities) and/or fleet vehicles and equipment and/or employee commuting and business travel in support of scientifically based (IPCC¹ and National Climate Task Force² and E.O.³) climate change goals. Nominations in this category should demonstrate a combination of

¹ IPCC is the Intergovernmental Panel on Climate Change [IPCC — Intergovernmental Panel on Climate Change](#)

² National Climate Task Force [National Climate Task Force | The White House](#)

³ [Federal Register: Executive Orders](#)

measurable results in Center/Facility energy efficiency (reduced energy intensity (BTU/facility gross square ft), increased use of clean renewable energy and/or increased vehicle fuel efficiency, with corresponding (measurable) reductions of greenhouse gas emissions, and/or decreased (building and/or fleet) petroleum fuel consumption and related greenhouse gas pollution reduction. See [Sustainable Buildings](#) for more information and key actions you can take.

Climate Champion (Resiliency) - This category recognizes an individual or team that has shown consistent leadership in identifying the impacts climate change will have on USGS facilities, operations, and Mission as well as the wider Federal community, acting to integrate that information into their work, and sharing their experiences to help others prepare for these impacts. The award winner in this category will exhibit significant understanding of the impacts of climate change on Federal operations, programs, and policies, and will have openly and positively shared that knowledge with other Federal agencies, contributing to the Nation's overall climate preparedness. Ideally, nominees also will have helped lead the development and successful implementation of plans, including climate-change resilient designs or recommendations of adaptation designs or plans that will aide in response to the threat and danger of climate change, i.e., sea level rise, power outages, extreme storm frequency, and human, animal, plant, and aquatic life, over the near and (or) long term. See [Climate Resilient Infrastructure & Operations](#) for more information and examples of implementable actions.

Sustainable Innovation - This category recognizes exceptional leadership and work to develop and implement innovation to promote environmental sustainability priorities as reflected, for example, in Federal policies on sustainability, including Presidential and Secretarial Executive Orders. Leadership within and between USGS Centers/Offices and other Federal agencies will be considered positively. Efforts may include using or introducing a new technology, service, or work practice standard to achieve sustainability goals and policies. Areas of effort can be in any category of environmental sustainability. Examples include but are not limited to solid and/or hazardous waste mitigation; implementing or utilization (contracting) with clean renewable energy systems/providers (aka Power Purchase Agreements); sustainable purchasing, i.e., through purchase of environmentally preferable products and services (procurements) that definitively document reduced supply chain greenhouse gas emission reductions over prior business or operational practices. Nominees in this category will demonstrate a history of outstanding performance in leading implementation of sustainable practices while reflecting a comprehensive approach to reducing fossil-fuel derived energy (and products including supply chain emissions) through innovative strategies, practices, and outreach. See [Net Zero Emissions and Sustainable Operations](#) for more information and key implementable actions.

Environmental Dream Team - This category recognizes intra-agency and inter-agency teams who are environmental champions and agents of change in working across organizational boundaries to enhance environmental stewardship, create efficiencies, improve communication, and avoidance or addressing conflict(s) at all levels of federal operations. This category also recognizes staff that use partnering with or outreach to communities, educational institutions, or other organizations to advance and raise environmental awareness and promote environmental protection, conservation, preservation, or education. Recognizes outstanding external engagement with state or local governments and regional communities to achieve conservation results. Other examples include working with landlords (lessors) to implement practices that promote environmental conservation and stewardship. Internal USGS initiatives will also be

recognized under this category, including employee training, and fostering of a culture of sustainability. See [Developing a Climate and Sustainability-Ready Workforce](#) for actions.

Greening Vehicles, Business Travel, and Commuting - This category recognizes outstanding achievement in improving USGS transportation operations that work toward the goals of achieving a clean energy derived or zero emission vehicle fleet and/or decreasing petroleum fuel consumption (e.g., increasing Center vehicle mile-per-gallon standards) with the ultimate goal of reducing greenhouse gas pollution associated with burning of fossil fuel-based energy. Efforts to “green” all fleet operations (including business travel and commuting) will be considered (e.g., contracting with clean or zero emission vehicle fleet vendors through the procurement process, connecting to public/private electric vehicle charging stations (including design and implementation) of clean energy electric vehicle charging stations), and optimization of clean or zero emission or the most fuel-efficient Center-level fleet vehicles etc.). See [Fleet Vehicle Optimization](#) for key actions and goals.

Good Neighbor – This category recognizes a USGS team or partner for exemplary engagement with local or regional communities to promote one or more of the goals of Executive Order (E.O.) 14057 – *Catalyzing Clean Energy Industries and Jobs through Federal Sustainability*. Nominations in this category will focus on local USGS or partner representatives who are actively involved in community planning and sustainability initiatives that have established and are pursuing collaborative sustainability goals as outlined in the E.O. and demonstrate success in aligning policies and practices with community partners to achieve those goals. See [Sustainable Partnerships](#) for more information. **NOTE: Nominations for this category must include at least one letter of support from a non-Federal local or regional community partner in order to be considered.**

Building the Future Award – This award recognizes the program, facility, or operation that demonstrates the policy and performance goals of E.O. 14057 - Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability in each aspect of its operations. For examples and details of implementable measures, see the [Federal Sustainability Plan](#) page and related details under each of the nine major goals, e.g., click on “100% Carbon Pollution-Free Electricity by 2030...” and then read suggested performance actions.

Purchasing Power – This category recognizes innovation and achievement in meeting any of the following: buying carbon pollution-free electricity for owned and leased Centers/facilities and monitoring stations, e.g., contracting with clean energy providers via Power Purchase Agreements; increasing the purchase of environmentally preferable products and services (including IT equipment) and procurements to address supply chain emissions. The concept of “cradle to grave” should be considered in procurement of all energy/fuel, office, laboratory, and field equipment/supplies, facility building materials, vehicles, cleaning supplies, etc. Achievements should be consistent with the Net-Zero emissions goal; see [Sustainable Procurement Actions](#) for examples and more information.

Cultural Resources Protection – Recognizes exceptional efforts to promote and protect cultural resources, including archaeological sites, historic buildings and sites, cultural and historic landscapes, and tribal trusts.

Environmental Remediation and Restoration - This category recognizes efforts to remediate contamination on USGS owned real estate and/or Department (DOI) land. Examples include green remediation initiatives, use of new and emerging technologies, partnerships with other

agencies or organizations, reduction of carbon footprint through new techniques, project management or initiatives in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research related to improving efficiency and use of best management practices in remediating Department land.

Ralph Regula Conservation and Stewardship Champion - Recognizes staff that champion America's special places to ensure the legacy of natural resource treasures endure through collaborative stewardship and resource conservation efforts. Demonstrates exemplary external engagement with state or local governments, regional communities and/or educational institutions to raise awareness on sustainability and/or climate change. Efforts should engage stakeholders to promote sustained environmental stewardship. This category is also applicable for science activities or contributions that enhance conservation and/or sustainability practices or techniques.

Environmental Justice - This category recognizes the exceptional efforts of individuals or partners who advance the goals and objectives of the Department's Environmental Justice Strategic Plan, including leadership, guidance, and training that advances environmental justice knowledge and understanding; meaningful engagement of low income, minority, or tribal communities in decision-making processes; evaluation of actions and how they may impact low-income, minority, or tribal communities, and work that aids and empowers communities to help build environmentally and economically sound communities. See [Environmental Justice Actions](#) for more information and action plans.

Nominee Category (Select one):

- Individual
- Team
- Partner

Summary or Abstract (1000-character max) – Provide a brief synopsis of the project. For award recipients and honorable mentions, this summary will be used on the website and other materials related to the awards.

Nomination Narrative: Description (max 600 words/4000 characters) Describe the project including how the project was conceived and implemented, what strategies and technologies were deployed, who was involved, and an appropriate project timeline. Include quantitative data whenever possible.

Nomination Narrative: Results and Achievements (max 500 words/3,000 characters) Describe the project results and achievements to date focusing not only on outputs but also on intermediate and long-term outcomes, and potential future outcomes. Include quantitative data whenever possible.

Nomination Narrative: Reproducibility (max 250 words/1,600 characters) Explain how the project has been replicated within the USGS/Department of the Interior and/or the Federal Government, and how this knowledge has been shared with colleagues in other organizations/agencies.

Environmental Regulatory Compliance Status and Enforcement History

This nomination must affirm that the compliance information on the ECHO system for the relevant facility has been reviewed and must concur with the information presented. Applicants may elect to non-concur and provide information for consideration in the event they believe the ECHO data is incorrect or not applicable to the application.

() I have reviewed my facility's compliance information on EPA's ECHO system within the past 30 days and CONCUR with all the information presented.

() I have reviewed my facility's compliance information on EPA's ECHO system within the past 30 days and DO NOT CONCUR with all the information presented. Compliance with applicable laws and regulations is a fundamental responsibility and a requirement for receiving an Award. There must be no environmental compliance problems (e.g., Environmental Protection Agency (EPA) or state fines and penalties levied against a facility, notices of violation or ongoing criminal or civil enforcement activities) associated with a nomination. Each application will be subject to a background review of environmental regulatory compliance status and enforcement history. This process will include consideration of regulatory compliance status and enforcement history. This process will include consideration of information in the EPA Enforcement and Compliance History Online (ECHO) website at <https://echo.epa.gov/> as well as other available compliance and enforcement information.

Explanation for Environmental Regulatory Compliance Status and Enforcement History

If you DO NOT CONCUR with all the information presented about your facility on EPA's ECHO system, please explain above why you believe the ECHO data is incorrect or not applicable to this award nomination (**max 255 characters**).

Attachment 5 – Sample of Exemplary Act Award

CITATION

EXEMPLARY ACT AWARD

FIRST, MI, LAST NAME

In recognition of a heroic act which resulted in the saving of a life.

In the spring of 2012, FIRST/LAST NAME, a U.S. Geological Survey (USGS) employee, was driving their car into the USGS parking lot located at the National Center, Reston, Virginia, when they/them saw an employee, FIRST/LAST NAME, JOB TITLE, waving and requesting assistance. NAME recognized that this could be an apparent life-threatening event and quickly jumped into action by alerting the guards at a nearby station to call 911. NAME stayed with NAME until the ambulance arrived and transported they/them to the hospital. With time being critical to the deteriorating health of NAME, the quick thinking and assistance provided by NAME was apparent in saving NAME life. During they/them critical condition, NAME was resuscitated numerous times in the ambulance while on the way to the hospital. They/Them has since fully recovered which certainly would not have happened if not for NAME quick response. For their decisive and immediate action in saving a life, NAME is granted the Exemplary Act Award of the Department of the Interior.

David Applegate
Director

Attachment 6 - Guidelines for Writing Distinguished, Meritorious and Superior Service Awards

Distinguished Service Award (DSA)

The DSA recognizes significant and continuing career-long contributions. The DSA is not to be viewed as a retirement or farewell testimonial. **If a DSA nomination coincides with an employee's retirement or separation, the nomination should be submitted early enough so that approval occurs within 6 months after separation.** A DSA can be granted to an employee who has not received an MSA. **An employee may receive only one DSA during their career.**

The DSA recognizes employees for important contributions to science; outstanding skill or ability in the performance of duties; an eminent career in the Department; an outstanding record in administration; a significant contribution to equal opportunity in Government; an outstanding contribution to energy conservation; or any other exceptional contribution to the public service.

Anyone may nominate an individual for this award at any time during the year; however, the award must be submitted through the nominee's supervisory channels and have the appropriate Executive Leadership Team (ELT) member, or their assigned, endorsement prior to submitting to the Bureau Honor Awards Coordinator. A Call for Nominations memo goes out to all USGS employees around February of every year.

Distinguished Service Awards are typically presented by the Secretary of the Interior at a Departmental Honor Awards Convocation that is usually held every year in Washington D.C. The DSA consists of a certificate and citation signed by the Secretary of the Interior, along with an engraved gold DSA medal and gold lapel pin. **Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.**

Tips for Writing and Reviewing DSA citations:

Do: Describe the individual's 1 or 2 most completed significant accomplishments or contributions **over 8-10** years for the DSA. The individual must have had a direct and personal impact on the success of the accomplishment/contribution.

Do: Describe the outcome of the accomplishment/contribution and their impact and benefit on society, the taxpayers, scientific community, nation, etc.

Do: Use specific examples of how the outcome or accomplishment/contribution is being used or implemented (what were the results?)

Do: Focus on the remarkable or unusual aspects of each accomplishment/contribution. Describe challenges or obstacles overcome (i.e., overcoming tight deadlines or budgets, etc.).

Do: Make the citation understandable to the non-scientific person.

Do: Use an active voice and in the third person (i.e. NAME is being recognized for his.....).

Don't: Describe the entire career's worth of accomplishments.

Don't: Provide a list of all publications produced.

Don't: Overdo the flowery adjectives, (i.e., outstanding, exceptional, exemplary, etc.).

Don't: Use passive voice.

Format is one page, single-spaced, justified, Times New Roman font, 12 point, 350 maximum words for the body of the citation (title words are not counted in this total).

DSA example is at the end of this attachment.

Meritorious Service Award (MSA)

The MSA typically is considered a mid-career award that recognizes important and continuing contributions. Length of service is not a factor in the granting of an MSA, nor is impending retirement of the employee. **If an award coincides with an employee's retirement or separation, the nomination should be submitted early enough so that approval occurs within 6 months after separation.** A MSA can be granted to an employee who has not received an SSA. **An employee may receive only one MSA during their career.**

The MSA recognizes employees for important contributions to science or management; a notable career in the Department; exceptional service in administration or in the executive duties; initiative in devising new and improved work methods and procedures; outstanding achievements in improving safety and health of workers or employee morale; significant accomplishments in fostering the objectives of equal employment opportunity; or important contributions to energy conservation.

Anyone may nominate an individual for this award at any time during the year; however, the award must be submitted through the nominee's supervisory channels and have the appropriate Executive Leadership Team (ELT) member, or their assigned, endorsement prior to submitting to the Bureau Honor Awards Coordinator. A Call for Nominations memo goes out to all USGS employees around February of every year.

The Assistant Secretary for Water and Science is the approving official for all MSA's. The MSA consists of a certificate and citation signed by the Assistant Secretary along with an engraved silver MSA medal and silver lapel pin. MSA's are typically presented at the USGS Honor Awards Ceremony in Reston, Virginia, but can be presented at the individual's duty station if desired. **Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.**

Tips for Writing and Reviewing MSA citations:

Do: Describe the individual's 1 or 2 most completed significant accomplishments or contributions **over 3-5 years** for the MSA. The individual must have had a direct and personal impact on the success of the accomplishment/contribution.

Do: Describe the outcome of the accomplishment/contribution and their impact and benefit on society, the taxpayers, scientific community, nation, etc.

Do: Use specific examples of how the outcome or accomplishment/contribution is being used or implemented (what were the results?)

Do: Focus on the remarkable or unusual aspects of each accomplishment/contribution. Describe challenges or obstacles overcome (i.e., overcoming tight deadlines or budgets, etc.).

Do: Make the citation understandable to the non-scientific person.

Do: Use an active voice and in the third-person (i.e. NAME is being recognized for his.....).

Don't: Describe the entire career's worth of accomplishments.

Don't: Provide a list of all publications produced.

Don't: Overdo the flowery adjectives, (i.e., outstanding, exceptional, exemplary, etc.).

Don't: Use passive voice.

Format is one page, single-spaced, justified, Times New Roman font, 12 point, 350 maximum words for the body of the citation (title words are not counted in this total).

MSA example is at the end of this attachment.

Signature Format for Completing the DI-451 for the DSA and MSA

- The author of the citation will prepare the SharePoint Webform DI-451 and forward it to the “Next Reviewer” who is the supervisor of the nominee.
- The supervisor of the nominee will sign the DI-451 in the electronic signature block marked “Supervisor Concurrence” and send it to the “Next Reviewer” who is the ELT member or their assigned.
- The ELT member or their assigned will sign the DI-451 in the electronic signature block marked “Recommending Individual” and send it to the Next Reviewer” who is the Bureau Honor Awards Coordinator.
- The Director of the USGS will sign the DI-451 as the “Reviewing Official”. **This signature is obtained by the Bureau Honor Awards Coordinator.**
- The Assistant Secretary for Water and Science will sign the DI-451 as the “Approving Official.” **This signature is obtained by the Bureau Honor Awards Coordinator.**

Superior Service Award (SSA)

The Superior Service Award (SSA) recognizes the employee's accomplishment of a particularly difficult or important mission operation or project in a manner that reflects favorably on the individual or the bureau; development of a new procedure or process that results in substantially increased productivity, efficiency or economy of operation; innovations of significance which further bureau programs; or for any other aspect of superior performance related to assigned duties and deemed to be deserving of special recognition. The SSA is signed by the Director.

Employees at all grade levels are eligible to be nominated for an SSA. The nomination must be based on the employee's contribution while he or she is actively employed and at the time a superior contribution is made. **Final action on the nomination must be completed no later than 6 months after retirement or separation of an employee. Employees may receive more than one SSA during their career.**

Anyone may initiate a nomination for the SSA; however, nominations must have supervisory concurrence and endorsement by the appropriate Executive Leadership Team (ELT) member, or their assigned, prior to submitting to the Bureau Honor Awards Coordinator.

The nomination is prepared for the Director's signature. The documentation must clearly indicate the specific contribution(s) of the employee.

Each recipient receives a certificate and citation signed by the Director and a bronze lapel pin. SSA's should be recognized at an ELT level awards ceremony with participation from supervisors, cost center managers, and others as appropriate. **Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.**

Tips for Writing and Reviewing SSA citations:

Do: Describe the individual's significant mission or project accomplishments or contributions for the SSA. The individual must have had a direct and personal impact on the success of the accomplishment/contribution.

Do: Describe the outcome of an accomplishment/contribution and the impact and benefit on society, local agencies, scientific community, etc.

Do: Use specific examples of how the outcome or accomplishment/contribution is being used or implemented (what were the results?)

Do: Focus on the remarkable or unusual aspects of the accomplishment/contribution. Describe challenges or obstacles overcome (i.e., overcoming tight deadlines or budgets, etc.).

Do: Make the citation understandable to the non-scientific person.

Do: Use an active voice and in the third-person (i.e. NAME is being recognized for his.....).

Don't: Describe the entire career's worth of accomplishments.

Don't: Provide a list of all publications produced.

Don't: Overdo the flowery adjectives, (i.e., outstanding, exceptional, exemplary, etc.).

Don't: Use passive voice.

Format is one page, single-spaced, citation format, Times New Roman font, 12 point, 350 maximum words for the body of the citation (title words are not counted in this total).

SSA example is at the end of this attachment.

Signature Format for Completing the DI-451 for the SSA

- The author of the citation will prepare the DI-451 and forward it to the “Next Reviewer” who is the supervisor of the nominee.
- The supervisor of the nominee will sign the DI-451 in the electronic signature block marked “Supervisor Concurrence” and send it to the “Next Reviewer” who is the ELT member or their assigned.
- The ELT member or their assigned will sign the DI-451 in the electronic signature block marked “Reviewing Official” and send it to the Next Reviewer” who is the Bureau Honor Awards Coordinator.
- The Director of the USGS will sign the DI-451 as the “Approving Official”.
- **NOTE: The “Recommending Individual” can be the author or the science center Director.**

If you have any questions, please contact the Bureau Honor Awards Coordinator at gs-hc_honor_awards@usgs.gov

Sample DSA Citation

CITATION
FOR DISTINGUISHED SERVICE
FIRST NAME, MI, LAST NAME

In recognition of their outstanding contributions to the U.S. Geological Survey (USGS) in the improvement of the collection and data analysis of sediment and the sediment transport mechanisms affecting the quality of the Nation's streams and lakes.

FIRST/LAST NAME is recognized throughout the USGS for decades of leadership and support in fluvial sediment science. Their extraordinary record of identifying major sediment issues and opportunities, and gathering and guiding scientists to combine expertise and craft solutions has created a legacy of knowledge and has equipped people with useful tools and programs. NAME has prepared briefings for Members of Congress and represented the USGS on numerous high-profile interagency committees including: the World Association for Sedimentation and Erosion Research (founding member), the Advisory Committee for Water Information's Sedimentation Subcommittee, the International Research and Training Centre for Erosion and Sedimentation, the Federal Interagency Sedimentation Project, and the Bedload Research International Cooperative. NAME coordinated and led key workshops including the International Bedload-Surrogate Monitoring Workshop, the Workshop on Sediment Technology for the 21st Century, the Workshop on Turbidity and Other Sediment Surrogates, and many others. They/Them led the formation of national sediment databases for fluvial sediment and reservoir sedimentation and coordinated and taught Sediment Field Techniques as well as Sediment Computation Techniques courses. NAME has been a teacher and mentor to many young scientists, through whom their positive impact continues. They/Them has authored numerous important USGS publications and seminal journal articles on sediment-surrogate science and contributed chapters on fluvial sediment monitoring to the American Society of Civil Engineer's Manual on Sedimentation, and two recent textbooks. They/Them served as associate Editor, International Journal of Sediment Research and contributed heavily to standard sediment-monitoring methods guidance for the International Organization for Standardization and ASTM International. NAME has been an exemplary employee, faithfully displaying the high personal and technical standards that characterize USGS science in the public service. For their outstanding contributions to the USGS, FIRST/LAST NAME is granted the highest honor of the Department of the Interior, the Distinguished Service Award.

Secretary of the Interior

Sample MSA Citation

CITATION
FOR MERITORIOUS SERVICE
FIRST NAME, MI, LAST NAME

In recognition of their outstanding leadership and contributions to the Water-Use Program of the U.S. Geological Survey (USGS).

NAME is a recognized expert on water use in XXXXX and throughout the Nation. As the Water Use Specialist for the USGS XXXXX Water Science Center for more than 20 years, they/them expanded the Nation's understanding of water use. They/Them has been a valuable part of the National Water-Use Team for the central United States since 2000, in addition to contributing to three water-use compilation circulars. NAME was third author on the 2000 water-use circular, primary author on the 2005 water-use circular, and second author on the 2010 water-use circular. These publications summarize water use during 5-year compilations and are some of the most widely-referenced publications of the USGS. NAME also led the effort to describe guidelines for water use compilations on a 2000 report. This report documented sources of water-use information, guidelines for estimating water use, and required documentation for preparation of the compilation by State. These guidelines resulted in nationally consistent computation and documentation of water-use data and made water-use information more understandable to users. The USGS XXXXX water-use program is recognized as one of the premier water-use program in the country largely because of NAME expertise and efforts. They/Them has worked tirelessly with the State cooperator responsible for water use by assisting with training of staff, providing annual quality assurance of water-use data in addition to providing summary information helpful to State water-use managers. NAME is a primary author on more than nine water-use reports and is recognized by XXXXX as cooperators and their peers on the National Water-Use Team for their dedication to providing complete and accurate State and national water-use data. For their outstanding contributions to the USGS, FIRST/LAST NAME is granted the Meritorious Service Award of the Department of the Interior.

Assistant Secretary for Water and Science

Sample SSA Citation

CITATION

FOR SUPERIOR SERVICE

FIRST NAME, MI, LAST NAME

In recognition of their outstanding leadership contributions to the mission of the U.S. Geological Survey (USGS) through their work at the Hawaiian Volcano Observatory (HVO).

As Deputy Scientist-In-Charge at the HVO, FIRST/LAST NAME has provided outstanding leadership ensuring that the HVO continues to function as one of the world's premier volcano research centers. Under NAME dedicated and thoughtful leadership, several important HVO projects have been addressed and/or completed, including deferred maintenance, major infrastructure upgrades, and the HVO's need for sustained operations. For example, due to volcanic air pollution, the interior air at the HVO has, at times, been potentially hazardous to the employees' health. Through considerable effort and tenacity, NAME supervised the installation of a new air-handling system to ensure good air quality in the building. They/Them also successfully led the response to the HVO's rapidly growing need for a more state-of-the-art computer infrastructure. In addition, the HVO was facing a major problem with its rapidly deteriorating warehouse which contained historically significant and irreplaceable paper seismic records among other materials that represent the legacy of nearly 100 years of volcano research. NAME organized and supervised the preservation of materials, demolition of the old warehouse, and the contracting, construction, organization, and transfer of material to the new warehouse. This effort was complemented by his reorganization of HVO's basement, which provided more efficient storage space including secure storage for image and document archives as well as work space to accommodate volunteers involved in digitizing and organizing HVO's archives. NAME dedication and outstanding leadership have resulted in vastly increased safety, higher efficiency, and improved morale among his colleagues. For their outstanding contributions to the USGS, FIRST/LAST NAME is granted the Superior Service Award of the Department of the Interior.

David Applegate
Director

Attachment 7 – Sample of John Wesley Powell Award

John Wesley Powell Award

First/Last Name

Position Title

Organization

First/Last Name is recognized for their sustained and extraordinary contributions to the objectives and mission of the U.S. Geological Survey (USGS). As an unwavering advocate of earthquake preparedness, NAME has travelled the world seeking to train, build capacity, and conduct relief missions in areas susceptible to earthquake hazards. In doing so, they/them served as an unofficial ‘ambassador’ of good will, representing our country in the best possible way as they/them worked overseas to help make the world safer from earthquakes. NAME enthusiasm, talent, and willingness to share their knowledge with others have advanced the understanding of earthquakes and earthquake monitoring technology worldwide.

NAME began their career with the USGS through a National Association of Geoscience Teachers summer position. During their employment with USGS, NAME was responsible for innovating and installing a network of continuously operating Global Positioning System (GPS) receivers throughout southern California. They/Them then worked at the California Institute of Technology to install similar networks worldwide, including Sumatra, Taiwan, Chile, and Tibet and, most recently, in Mexico as TLALOCnet Project Manager for UNAVCO (a non-profit university-governed consortium that facilitates geoscience research and education using geodesy). While in Nepal to find suitable locations and install a network of stations, NAME also worked with the U.S. Embassy and other organizations to increase the region’s preparedness for earthquakes, especially in Kathmandu. They/Them also trained Nepali scientists on field craft for installing GPS stations and engaged local citizens in understanding earthquakes and related hazards while in the course of performing their extensive and exceedingly strenuous field work. During the two months after the Gorkha, Nepal M 7.8 earthquake of 2015, while bringing aid supplies to the many severely impacted villages where the monitoring equipment stations were located, NAME also performed a set of complex and demanding tasks including the retrieval of crucial data that would otherwise have been lost. These mountainous and very remote outlying regions had been heavily impacted and cut off from utilities and supplies, so the relief support NAME provided, as well as their previous efforts to educate the communities about earthquake hazards, including “drop, cover and hold on” drills, certainly significantly reduced human suffering and very probably saved lives. For their support of the mission of the USGS Earthquake Hazards Program and more broadly for their efforts to reduce the threat of earthquakes worldwide, and for their special actions including key data collection activities following the 2015 earthquake in Nepal, NAME is granted the John Wesley Powell Award of the U.S. Geological Survey.

David Applegate
Director

This nomination is supported by:

LIST THE FOUR APPROVERS FROM THE DI-451 (Name and Title)

John Wesley Powell Benchmark Plaque Order Form

Below is the information needed for each plaque:

1. Date you need the plaque in your hands:
2. The exact wording of what you want engraved:
3. Lettering choice (choose one):

ALL UPPERCASE

or

Upper and Lower Case

4. Type of benchmark disk (choose one):
Elevation, Gaging Station, or Flood Mark,
Instead of benchmark disk: Buffalo seal engraved
5. Account number to charge (new 15-digit number):
6. Contact name, phone number and address for shipping by FedEx.

Total costs are \$149 (with benchmark disk) or \$90 (with buffalo seal) for plaque and \$6-8 for FedEx overnight shipping. **(NOTE: Price shown as of April 15, 2022)**

It would be great to have at least a 2 week notice in advance.

Thanks, *Joanne*

Joanne C. Jones
jcjones@usgs.gov
U.S. Geological Survey
Hydrologic Instrumentation Facility
Building 2101
Stennis Space Center, MS 39529
(800) 382-0634, ext. 8-1521

Attachment 8

30-, 40- AND 50-YEAR L E T T E R T E M P L A T E

(40 and 50 are for Director's signature)

(30 are for the ELT member's signature)

Date will be stamped when letter is signed

John Doe

U.S. Geological Survey

Lakewood, Colorado 80225 (Spell out City and State with Zip Code)

Dear NAME:

(This first paragraph will be the same on all letters.....no variations please)

I am pleased to recognize your completion of (30, 40 or 50) years of service to the Federal Government. To mark this milestone in your career, I am honored to present you with the (30, 40- or 50-year) Length of Service certificate and pin of the Department of the Interior.

(Sample middle sentence template; use as appropriate and applicable)

Your service to the U.S. Geological Survey has been marked by exceptional performance and dedication. *Explain here how the person's career began and then describe the skills and noteworthy accomplishments and contributions the person achieved in their career. This paragraph should be strong and serve as an honor to the person it is being written for. The LOS letters should, if possible, fill one page with noteworthy facts and not contain a list of changes in assignments. Make note of significant activities that the person is particularly proud of. Put some work into it and make it worthy of 40 or 50 years of dedicated service.*

(This last paragraph will be the same on all letters.....no variations please)

Your friends and colleagues join me in congratulating you on your many years of devoted public service.

(1 blank line)

Sincerely,

(5 blank lines)

NAME *(ELT member signs 30s)*

Director *(USGS Director signs 40 + years)*

.....
(Letter must be 1 page only; NEW--Custom Margin (left = 1.2), Times New Roman, Font size 12, single line spacing, left justified, WORD document-no pdfs.)

30-year letters are for ELT signature and are not entered into DTS unless your internal process dictates.

40- and 50-year letters are entered into DTS by the ELT Secretaries/ Assistants and sent to AHC-HR-LOS (the Bureau Honor Awards Coordinator). Please ensure letters are properly formatted and grammatically correct before sending.

Attachment 9

Attachment 8-LOS Process Chart			
Years	Award Item	Process	Presentation
BHAC = Bureau Honor Awards Coordinator			
10	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by the ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
20	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
30	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin and letter to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by ELT Secretaries/Assistants for distribution	
	Letter	Prepared by supervisor (in Word format) using the 1.7.16 template and signed by the Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with embossed certificate and pin to their offices	
40/50	Certificate	Prepared by ELT Secretaries/Assistants and sent to the Director's office for signature; the BHAC sends signed certificate to ELT Secretaries/ Assistants who wait for letter and then distribute to their offices	Presented in a meeting of peers at local duty station.
	Pin	Sent by ELT Secretaries/Assistants for distribution to their offices	
	Letter	Prepared by supervisor (in Word format) using the 1.7.16 template and sent to the Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants review and ELT member concurs; <u>ELT Secretaries/Assistants enter into the DTS and send to AHC-HR-LOS (the BHAC)</u> ; the BHAC will review and edit and send to the DO which will return letter to the ELT office following signing by the Director; ELT Secretary/Assistants distribute letter, certificate and pin to their appropriate offices for presentation.	
	Scroll of Honor	Prepared by the BHAC and sent to Director's Office for signature. Scrolls will be held by the BHAC until the next annual in-person USGS Honor Awards Ceremony in Reston.	Typically presented at Reston Honor Awards Ceremony

Attachment 10 - Providing Food and Flowers at Government Expense--Government Employee Awards Ceremonies

Appropriated funds may be used to provide light refreshments subject to the following.

GAO has ruled that the Government Employee Incentive Awards Act (GEIAA) authorizes the use of appropriated funds for light refreshments in connection with government employee awards ceremonies that are "ceremonial" and involve "a measure of public recognition" (B-223319, July 21, 1986). Formal occasions such as the annual USGS Honor Awards presentation or a district's largest annual awards event meet the "ceremonial" test. GAO has disallowed refreshments at government expense at awards ceremonies (1) attended by no one other than the recipient(s) and the presenter because the "public recognition" test was not met, and (2) "[where] the awards are purely incidental to an unrelated social or recreational event and appear on close scrutiny to be no more than an artifice" to sanction the purchase of refreshments. (B-247563.4, December 11, 1996.)

Light refreshments such as coffee, tea, punch, cookies, donuts, chips or similar snack items are permitted not exceeding \$500 or \$2 per person, whichever is less. The following documentation is required to justify the purchase, and must be retained with the purchase records:

- Date of the event;
- Purpose;
- Number of awardees;
- Number of attendees (must be greater than number of awardees);
- Refreshments served;
- Cost of refreshments;
- Cost of incidental expenses;
- Cost Center Chief's approving signature and date (must be approved & signed BEFORE the event).

Purchase of light refreshments may be made by government charge card if within the cardholder's single purchase limit; otherwise a purchase order must be issued by a warranted Contracting Officer. Anytime that food or beverages are to be purchased, advance consultation with the Office of Acquisition and Grants or your servicing acquisition office is highly encouraged.

Please note that this authority does not apply to ceremonies solely for the purpose of presenting awards to volunteers, former employees, or other members of the public.

Cost Center Managers should use judgment when approving refreshments at government expense. The quantity of refreshments should be commensurate with the scale of the ceremony and not so elaborate as to be potentially embarrassing to the USGS. Examples of inappropriate use of this authority would be ordering meals under the pretense of "refreshments" or providing food for a social gathering by adding an awards ceremony.

Flowers are also an approved purchase per OPM guidelines at <https://www.opm.gov/policy-data-oversight/performance-management/performance-management-cycle/rewarding/awards-ceremony-suggestions/> under Suggestions for Having a Successful Formal Ceremony.

Attachment 11 – Safety Award guidance, criteria and sample

Safety and Occupational Health Award of Excellence Guidance and Nomination Criteria

Nominations will be submitted to Bureau Honor Awards Coordinator by the deadline specified in the annual Call for Nominations email.

Safety awards recognize safety and health program contributions that benefit the USGS and the Department of the Interior (DOI). Nominations are now being accepted for the Safety and Occupational Health Award of Excellence. Individual and group nominations are welcome. **All nominations must be prepared on the DI-451.**

Nominations must be reviewed thoroughly prior to submission to ensure a **strong, quality write up** and submitted through supervisory channels, approved by science center managers and endorsed by the appropriate Executive Leadership Team member prior to submitting electronically to Bureau Honor Awards Coordinator at gs-hc_honor_awards@usgs.gov not later than the deadline noted in the annual Call for Nominations memo. This deadline will allow us to meet the Department's deadline if any awards are to be elevated to that level.

The Bureau Honor Awards Coordinator will compile and forward all nominations to the Bureau Safety and Health Manager for review by the USGS HQ and Regional Safety Managers and recommendations reviewed by the USGS Occupational Safety and Health (OSH) Council for concurrence. Nominations for USGS recognition will be presented at the annual USGS awards ceremony. Nominations deserving of DOI recognition as recommended by the USGS HQ and Regional Safety Managers, with concurrence of the USGS OSH Council, will be submitted to the Department for consideration, and upon approval, will be presented at the DOI honor awards convocation.

Questions regarding the specific awards criteria may be directed to Bureau OSH Manager, Bill Miller at wrmiller@usgs.gov.

<p align="center">Nomination Criteria (Individual, Group or Organization)</p>
<p align="center"> U.S. Geological Survey Safety and Occupational Health Award of Excellence (for prior year accomplishments) </p> <p>This award recognizes and demonstrates management’s high regard for the DOI/USGS employees, groups and organizational components that have made unusual and significant contributions toward the achievement of positive results in the advancement of occupational safety and health in the DOI/USGS.</p>
<p>Whom may be considered</p> <ul style="list-style-type: none"> • Managers and supervisors who have implemented the USGS Occupational Safety and Health (OSH) Program in their jurisdiction in an outstanding manner, developing appropriate written and oral policies, plans and programs. • Employees or volunteers whose primary work is not in occupational safety and health, but whose superior accomplishments have advanced the cause of occupational safety and health. • Employees with full-time or collateral duty occupational safety and health responsibilities who have achieved outstanding results in furthering occupational safety and health. • Working Groups developing and implementing programs that further occupational safety and health or contributed to the establishment of a safe and healthy environment at USGS/DOI. • Organizational Components achieving outstanding results in furthering occupational safety and health, i.e., region, area, office.
<p>Criteria</p> <p><u>Enhancing the Role of Leadership in Promoting a Culture of Safety:</u> Ensures that executives and managers in DOI and USGS Offices are aware of their roles and responsibilities for implementation of the DOI/USGS OSH Program.</p> <p><u>Engages Employees in Reaching Occupational Safety and Health Commitments:</u> Provides a USGS work environment that supports employee involvement in the OSH Program.</p> <p><u>Preventing Exposure to Hazards and Mitigate Risk to our Employees:</u> Improves occupational safety and health hazard identification processes and responses to them.</p> <p><u>Meeting or Exceeding all Federal Safety and Health Regulations and Requirements:</u> Commits the Bureau to implement a comprehensive OSH Program in accordance with guidance in the Departmental Manual, Part 485 and USGS 445-2-H.</p>

Instructions for Completing the DI-451 Award Certification Form for the Safety Award

Since there are limited signatory lines on the DI-451, it is important that you follow these instructions.

Prior to writing this award, the author should discuss the nomination with the supervisor of the recipient. The author will prepare a Word document (Times New Roman, 12 font) in citation format and download it as an attachment into the justification of the DI-451.

The author will sign the DI-451 as “Recommending Individual” and submit the form to the supervisor.

The supervisor will sign “Supervisor Concurrence” and submit the form to the ELT member who will sign as “Reviewing Official” and then submit the form to the Bureau Honor Awards Coordinator, gs-hc_honor_awards@usgs.gov for further processing. The Approving Official box is reserved for the Director’s signature.

Sample Safety Award Justification

SAFETY AND OCCUPATIONAL HEALTH AWARD OF EXCELLENCE

FIRST NAME, MI, LAST NAME

For their expertise and tireless efforts in developing the Personal Hazard Analysis (PHA) system of the U.S. Geological Survey (USGS).

As an Industrial Hygienist for the U.S. Geological Survey (USGS) Occupational Safety and Health Management Branch, NAME worked closely with the Office of Human Resources, management, and employees to ensure bureau and employee readiness for the system's implementation -- including making the process of identifying required safety training easier for bureau management. As part of this complex effort, they/them also worked continuously with the contractor developing the system in order to provide a user-friendly and useful safety tool that would be beneficial to the USGS in better communicating hazards to employees. NAME commitment to this effort continues through their hands-on support and webinar training courses for employees and management. Currently, there are 10 science centers that have implemented PHA and over 800 employees who have completed the PHA. NAME hard work and dedication to the project and to the health and safety of USGS employees is to be commended. For their outstanding contributions to the Occupational Safety and Health Program of the USGS, FIRST/LAST NAME is granted the Safety and Occupational Health Award of Excellence.

CITATION

UNIT AWARD FOR EXCELLENCE OF SERVICE

NATIONAL CIVIL APPLICATIONS CENTER

The National Civil Applications Center (NCAC), in conjunction with the Eastern Geographic Science Center, Special Applications Science Center, and Earth Resources Observation and Science Center, distinguishes itself through exemplary performance providing national intelligence information to the Federal civil community. The NCAC supports the U.S. Geological Survey’s (USGS) Hazards mission through its comprehensive utilization of national and commercial imagery of worldwide volcano activity, such as the eruption of Sinabung Volcano in Indonesia. This imagery enabled the Volcano Disaster Assistance Program to provide vital early warning to civil authorities, saving hundreds of lives. The NCAC and its partners also tasked and analyzed imagery of the aftermath of the South Napa Earthquake in 2014 and the Gorkha Nepal Earthquake in 2015. The information derived from this imagery enabled USGS and other seismic analysts to rapidly assess damage and characterize possible follow-on hazards such as aftershocks, landslides, avalanches, and floods. The NCAC sponsored and funded 11 research projects that used geospatial intelligence sources and methods to examine a variety of environmental and climate change issues. The Civil Applications Committee Secretariat, under NCAC auspices, accomplished a number of governance initiatives, to include supporting the law enforcement, regulatory, and homeland security missions of its member organizations, updating its 15-year-old charter, and implementing procedures to safeguard personal privacy. The NCAC also proved itself a highly effective steward of public resources supporting a wide range of Federal civil scientific, environmental, and hazards missions by implementing information technology efficiencies in its secure communications and imagery storage systems and finding cost savings through space consolidation. For these outstanding contributions to the USGS, the NCAC team is granted the Unit Award for Excellence of Service of the Department of the Interior.

David Applegate
Director

See attached list of Unit members

Awardees:

First/Last Name

Organization:

Org Name

Duty Station:

City, State

****LIST ALL AWARDEES****

Attachment 13 – Sample of Valor Award

CITATION

FOR VALOR

FIRST NAME, MI, LAST NAME

For their courageous action placing they/them at great personal risk to save the lives of an adult and three children.

On Monday, August 11, 2003, an intense and localized rainstorm created a flash flood near Honesdale in northeastern Pennsylvania. FIRST/LAST NAME and a coworker, while traveling between water-quality sampling sites in the Upper Delaware River Basin, came to a flooded intersection and saw a stalled van there. The water had risen nearly to the bottom of the van's windows. NAME and they/them coworker saw that the driver could not get out and that there were also three children inside. NAME and they/them coworker put on their life vests, gathered a rescue line, and then waded out about 100 feet to the vehicle. Seeing that the driver was doing nothing and the vehicle was beginning to float, they gained the trust of the driver and talked the two younger children into crawling out through a window. While carrying the two children they rescued the driver and the older child from the van. They then moved everyone to safe ground with the assistance of fire and emergency rescue personnel, who had just arrived. For they/them courageous, decisive, and immediate actions in saving four lives from great harm, despite great personal risk, FIRST/LAST NAME is granted the Valor Award of the Department of the Interior.

Secretary of Interior

WILLIAM T. PECORA AWARD

FIRST NAME, MI, LAST NAME

For outstanding contributions toward understanding terrestrial ecosystems by means of Landsat remote sensing

FIRST/LAST NAME, Chief Scientist, Global Science and Technology (GST), Inc., has dedicated they/them career to understanding the Earth by means of remote sensing. Using these advanced technologies, NAME has conducted research to monitor and assess the health of terrestrial ecosystems. Since the 1970's at the Pennsylvania State University School of Forestry, where they/them wrote one of the first Master's Thesis based on digital analysis of ERTS 1 (Landsat 1), they/them contributions to the science and remote-sensing community embody the substance and spirit of rigorous science and devotion to community leadership.

NAME retired from NASA in 2010, following a distinguished 35-year career primarily focused on the Landsat program. Throughout they/them NASA career, NAME pursued scientific research and took on increasing scientific management responsibilities. In 1978, they/them became the Assistant Project Scientist for Landsats 4 and 5. In this role, they/them led a team of scientists in quantifying the improvement that could be expected in transitioning from the Multispectral Scanner System (MSS) instrument to the better spectral, spatial, and radiometric resolution of the Thematic Mapper (TM) instrument. In 1992, as Landsat returned to government management from EOSAT, NAME was appointed the Landsat Project Scientist. They/Them served in this role until their retirement. As Landsat Project Scientist, NAME was the catalyst behind many new innovations for the Landsat 7 mission, reflecting its emerging critical role in NASA Earth Systems Science and Mission to Planet Earth. For example, they/them advocated for placing Landsat 7 and EOS Terra in 705 km orbits spaced ~30 minutes apart, thereby facilitating novel research that makes use of multi-resolution same-day coverage by instruments on both satellites.

In 1995, NAME learned that EOSAT, the commercial custodians of Landsat 5, had not been conducting routine orbit adjustment burns for fear of damaging the 11-year old satellite. This was causing a serious degradation in the data and would soon make it useless because of inadequate solar illumination. NAME intervened, instructing EOSAT to conduct adjustment maneuvers immediately, and lined up the NASA engineering support needed to perform the maneuvers. As a result, Landsat 5 went on to function another 17 years, acquire an additional 1 million images, and provide critical 8-day repeat coverage working in concert with Landsat 7. Under they/them guidance, the Landsat Project Science Office implemented significant benchmarks to improve Landsat 7 image in both quantity and quality. These included (1) under-flying Landsat 5 with Landsat 7, for cross-calibration between the two satellites; (2) developing an automated image assessment system (IAS) to routinely evaluate image quality; and (3) implementation of consistent calibration across the 40-plus year Landsat archive of imagery. NAME also played an instrumental role in the development of the Landsat 7 long-term acquisition plan (LTAP) to insure that a robust, global, seasonal archive was acquired and worked closely with several Earth science focus groups to acquire unique Landsat data sets to support their needs. Two significant examples include a global archive of coral reefs, and the acquisition of Landsat imagery of Antarctica leading to the highly acclaimed Landsat Image Mosaic of Antarctica.

Currently, as Chief Scientist at GST, they/them has explored innovative approaches to follow-on Landsat missions and continues to support completion of the soon-to-be-published Landsat Legacy

study, more than a decade-long effort to compile and document the definitive history of the Landsat program.

NAME career has been dedicated to development and advancement of digital remote sensing and the Landsat program in particular, as envisioned by William Pecora and Secretary Udall a half-century ago. In stature and achievements, they/them lives in the true spirit of the Pecora award and deserves the recognition that this award honors.

/ signed /
Secretary
Department of the Interior

/ signed /
Administrator
National Aeronautics and
Space Administration