

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

	<u>Page(s)</u>
Index	1
Introduction	2
DOI and USGS Honor Awards	3
○ Aviation Safety Award (DOI)	3
○ Citizen’s Award for Bravery (DOI)	5
○ Citizen’s Award for Exceptional Service (USGS)(non-employees)	5
○ Dallas Peck Outstanding Scientist Emeritus Award (USGS)	6
○ Distinguished Service Award (DOI)	7
○ Diversity Award (USGS)	7
○ Doug D. Nebert NSDI Champion of the Year Award (FGDC)	8
○ Early Career/Excellence in Leadership Awards (USGS)	9
○ Exemplary Act Award (DOI)	10
○ Gary L. Hill Watercraft Safety Award (USGS)	10
○ Going the Extra Mile (GEM) Award (National Center employees only)	11
○ Henry Gannett Award (USGS topographic mapping)	12
○ James R. Balsley Awards for Excellence in Technology Transfer	12
○ John Wesley Powell Award (USGS)(non-employees)	13
○ Length-Of-Service (LOS) Award	14
○ Meritorious Service Award (DOI)	14
○ Natural Resources Conservation Achievement Awards (USGS & DOI) (replaces the USGS Environmental Achievement Award)	15
○ Safety and Occupational Health Award of Excellence (USGS & DOI)	16
○ Samuel J. Heyman Service to America Awards (SAMMIEs)(DOI)	17
○ Shoemaker Awards (USGS)	18
○ Superior Service Award (DOI)	20
○ Take Pride in America (DOI) (Volunteers)	21
○ Travel costs to USGS and DOI Awards Ceremonies	21
○ Unit Award for Excellence of Service (DOI) (employees only)	21
○ USGS Community for Data Integration Leadership and Innovation- NEW	22
○ Valor Award (DOI)	23
○ William T. Pecora Award (Remote Sensing) (DOI/NASA)	24
Attachment 1: Aviation Safety Award nomination forms	25
Attachment 2: Citizen’s Award for Exceptional Service sample	30
Attachment 3: Diversity Award sample	31
Attachment 4: Exemplary Act Award sample	32
Attachment 5: Guidelines for writing DSAs, MSAs and SSAs and samples	33
Attachment 6: John Wesley Powell Award sample/plaque order form	40
Attachment 7: Length of Service Award letter template	43
Attachment 8: Length of Service Award process chart	44
Attachment 9: Providing Food and Flowers at Employee Awards Ceremonies	45
Attachment 10: Safety Award guidance, criteria and sample	46
Attachment 11: SAMMIEs Award guidance and form	50
Attachment 12: Unit Award for Excellence of Service sample	56
Attachment 13: Valor Award sample	58
Attachment 14: William T. Pecora Award sample	59
Attachment 15: Natural Resources Conservation Achievement Award	60

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.

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
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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 Director and 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 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 Bureau's Office of Civil Rights, the Bureau's Ethics Office, the DOI Office of Civil Rights, the Office of the Inspector General, and the DOI Ethics Office (if appropriate), 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 is 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, 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. DOI or non-DOI people are eligible to receive this award. 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 Bureau Aviation Safety Manager, William Christianson. 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 Bureau Aviation Manager (BAM), William Christiansen at wdchrist@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 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 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 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 Lead), Recommending Official (i.e. Center Director) and Reviewing Official (ELT member) and scanned and emailed to Amy Bradley, the Bureau Honor Awards Coordinator (cdeherrera@usgs.gov) who will process the form for Director's signature. The citation should also be sent electronically in Word format view email to the Bureau Honor Awards Coordinator. The author of the nomination signs in the Recommending Individual box and the ELT member signs as Reviewing Official. The Approving Official box is left blank and is saved for the Director's signature.

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 large certificate with the group's name will be presented and each individual of the group will receive his/her 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](http://www.usgs.gov/quality_integrity/emeritus/awards.asp)

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 is in 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. **An employee may receive only one DSA during his/her career.**

Process

Nominations are solicited annually by the Human Resources Office (HRO) on behalf of the Director. An email goes out to all USGS employees. The nomination must be prepared as a Word doc 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 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 5.

[Diversity Award \(USGS\)](#)

The Diversity Award is a USGS honor award that recognizes an employee and/or group who have demonstrated a commitment to championing diversity according to the goals and objectives established within the Bureau.

Eligibility

Any USGS employee is eligible for this award. Current Diversity Council members are not eligible for nomination. See the Diversity Council website:

<http://www.usgs.gov/ohr/diversityCouncil.html>

Process

Nominations are solicited annually by the HRO on behalf of the Office of Equal Opportunity and the USGS Diversity Council. An email goes out to all USGS employees. The nomination must be prepared and submitted in Word format.

The USGS Diversity Council will review and approve all recipients.

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) Supervisor of record signs “Supervisor Concurrence”; (2) the Author signs as the “Recommending Individual”, (3) the Center Director signs as the “Reviewing Individual” and (4) the appropriate ELT member signs as the “Approving Official” and submits the DI-451 to the Bureau Honor Awards Coordinator for processing.

Evidence of the Award and Presentation

Recipients receive an engraved plaque. The award will be presented at an annual Bureau awards ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 3.

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.

Early Career/Excellence in Leadership Awards (USGS)

<https://www.usgs.gov/human-capital/usgs-excellence-leadership-award>

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 DOI federal service (includes all federal service including student, term, and temporary appointments).

Eligibility

Nominee(s) must be a USGS employee, group of employees or scientist emeritus (USGS retiree). 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, he/she can receive the award as a member of a group. The contribution(s) being recognized must have occurred in the past two years for both the Leadership and the Early Career awards.

Process

A call for nominations is made annually through the HRO 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 the Deputy Director, one Associate Director, one Regional Director, the Associate Director for Human Capital, and a graduate of Leadership 201. One individual recipient or a group of employees will be selected annually for each award.

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) Supervisor of record will sign “Supervisor Concurrence”; (2) the author of the award 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 who will process the form for Director’s signature.

Evidence of the Award and Presentation

For both awards, the award consists of an acrylic trophy engraved with the recipient’s name(s), a summary of the contributions, and the date of presentation; and a citation signed by the Director. In addition, the recipient’s name(s) will be included on the Excellence in Leadership plaque and the Early Career in Leadership plaque that will be displayed permanently at the USGS National Center in Reston, Virginia. If a group receives the award, each member of the group will receive a citation signed by the Director and the acrylic will rotate among the group members’ offices. The award will be presented at an annual Bureau awards ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

Please refer to the above website for the nomination information, a sample, and past recipients.

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 his/her 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 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 an annual awards ceremony. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 4.

Gary L. Hill Watercraft Safety Award

The DOI/USGS Safety awards program is a tiered safety award and health program that recognizes successful programs, groups, and individuals who have made special contributions to the occupational safety and health program and encourages behaviors that promote safety and contribute to the overall well-being of employees, contractors, volunteers, and visitors.

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 10). 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 who will process the form for Director's signature, and, if the award goes to the Department, for AS/WS 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 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) **<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](#) **More information available on Office of Policy and Analysis' SharePoint site**

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 see the above website for eligibility, award criteria, 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 organizations

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 HRO 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 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 an annual 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 (jjones@usgs.gov) at the HIF for Benchmark plaque information.

See Attachment 6.

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. Please see Attachments 7 and 8 for sample 30+ letters and for processing instructions.

The Bureau Honor Awards Coordinator prepares and distributes certificates and pins every quarter to the ELT Secretaries/Assistants for signature and distribution.

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 7 and 8 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. However, prior receipt of a Superior Service Award is not a prerequisite for a Meritorious Service Award. 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 normally considered six months after the date of retirement or separation of an employee. **An employee can only receive one MSA in his/her career.**

Process

Nominations are solicited annually by the HRO on behalf of the Director. An email goes out to all USGS employees. The nomination must be prepared in citation format for the **AS/WS 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 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 an annual 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 who will process the form for AS/WS signature.

See Attachment 5.

Natural Resources Conservation Achievement Award (USGS/DOI) **More information available on Environmental Management's SharePoint site**

The Natural Resources Conservation Achievement Award (NRCAA) is a USGS/DOI honor award that recognizes employees and teams as well as partners (contractors or outside partners) who have attained exceptional natural resource conservation and environmental achievements on USGS/DOI projects. These awards represent efforts that go above and beyond the person or team’s regular, expected performance. The NRCAA categories are: Good Neighbor, Environmental Review and Permitting Champion, Outdoor Recreation Champion, Trailblazer, Cultural Resources Protection, Natural Resource Cleanup, Natural Resource Stewardship, and Ralph Regula Conservation and Stewardship Champion

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 the HRO on behalf of the USGS Environmental Management Branch. The nomination form and instructions can be found in the website listed above under Documents and Records>Document Type: Form (on the right side of the page.) The USGS NRCAA Review Selection Team reviews and recommends each year's nominations for Director's concurrence. The nomination will be elevated to the DOI level award if the Review Team deems it suitable.

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 who will process the form for the Director's concurrence.

Evidence of the Award and Presentation

The USGS NRCAA(s) are presented either at local duty station presentations or at the annual Honor Awards Ceremony in Reston, Virginia. Awardee(s) receive a plaque 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.

Please refer to the above website for the Nomination Package and Instructions.

See Attachment 15 for nomination form.

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

The DOI/USGS Safety awards program is a tiered safety award and health program that recognizes successful programs, groups, and individuals who have made special contributions to the occupational safety and health program and encourages behaviors that promote safety and contribute to the overall well-being of employees, contractors, volunteers, and visitors.

Eligibility

All DOI 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 (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 the 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.

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 who will process the form for Director's signature, and, if the award goes to the Department, for AS/WS signature.

See Attachment 10.

[Samuel J. Heyman Service to America Medals \(Sammies\) \(DOI\)](#)

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.

Eligibility

All career civilian federal employees are eligible. This includes teams. Federal employees who separated from government service after nominations open are eligible during the current nomination cycle.

Process

The annual call for nominations for these awards comes from the Office of Human Resources every January. Please visit the website listed above for more details on categories, past winners, etc. **All nominations must go through the USGS approval channels to the Bureau Honor Awards Coordinator; DO NOT use the online nomination website.** 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.

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 form to the Bureau Honor Awards Coordinator who will process the form for Director’s review and Assistant Secretary for Water and Science (AS/WS) approval.

See Attachment 11.

Shoemaker Communication Awards (USGS)

More information available on @theCore. Search for "Shoemaker".

The Shoemaker Communications Awards were established 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 or increase knowledge and understanding among USGS employees about our mission.

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 Shoemaker webpage. Nominations for the Shoemaker Lifetime Achievement Award must have supervisory concurrence. Any questions related to the Shoemaker Awards should be sent directly to internal_feedback@usgs.gov.

Award categories are: Lifetime Achievement, External Communications and Internal Communications.

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.”

Nomination Website: Available on @theCore.

Eligibility. Nominees must be a scientist (inside or outside the USGS) and must not have won this award previously.

Selection Process. A committee of past Lifetime Achievement Award recipients 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 Bureau 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.

External Communications Excellence. These awards recognize information products developed for non-technical audiences and convey complex scientific concepts to non-science audiences.

Nomination Website: Available on @theCore.

Eligibility. At least one member of the product development/production team is a USGS employee. Products developed with a cooperator (i.e., non-USGS products) are eligible, as long as the development team comprised has at least one USGS employee. Products that do not meet the following will be automatically disqualified: (1) product was published, replicated, debuted, or posted during the previous calendar year; (2) product has not previously won a Shoemaker Award; (3) product is targeted to a non-technical audience; (4) product meets the USGS Visual Identity System guidelines.

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 bureau 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.

Internal Communications Excellence. These awards recognize efforts that convey scientific, operational, or administrative information to USGS employees in a clear, concise, timely, and effective manner.

Nomination Website: Available on @theCore.

Eligibility. At least one member of the product development/production team is a USGS employee. Products developed with a cooperator (i.e., non-USGS products) are eligible, if the development team has at least one USGS employee. Products that do not meet the following will be automatically disqualified: (1) product must have been published, replicated, debuted, or posted during the previous calendar year; (2) target audience is all USGS employees or a specific subset of USGS employees; (3) if a product, it must meet Visual Identify System guidelines.

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 bureau 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.

See Shoemaker website for nomination process and past winners.

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 HRO 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 who will process the form for Director’s signature.

See Attachment 5.

Take Pride in America (DOI) (Volunteers)

Take Pride in America is a nationwide partnership program authorized by Congress to promote the appreciation and stewardship of our nation’s public lands. Take Pride in America recognizes and honors outstanding volunteers. Individuals, groups, organizations, programs and federal land managers are honored for their contributions to our public lands and for their efforts in utilizing volunteers in creative and innovative ways. More information on the award and nomination process can be found at: <http://www.takepride.gov/index.html>. If your nominee is a USGS volunteer and a winner of this award, please notify the USGS Volunteer Coordinator, Pamela Agnew at pagnew@usgs.gov.

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 HRO 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 doc 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 an annual 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 who will process the form for Director's signature.

See Attachment 13.

USGS Community for Data Integration Leadership Award

More information is available on [@theCore](#). Find Community for Data Integration (CDI) on the A-Z Index.

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 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 HRO 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 who will process the form for Director’s review and AS/WS approval.

See Attachment 14.

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.

See Attachment 15.

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 65 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

ROBIN BRYANT

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

As a USGS Volunteer for Science with the Alaska Region, Robin Bryant 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, Ms. Bryant 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, Ms. Bryant 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 Ms. Bryant have provided digital, accessible data from remote, inaccessible regions to the international community of terrestrial scientists. Thanks to her 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 her outstanding volunteer contributions, Robin Bryant is granted the Department of the Interior’s Citizen’s Award for Exceptional Service.

/signed/
Suzette M. Kimball
Director

Attachment 3 – Sample of Diversity Award

U.S. Geological Survey – 2015 Diversity Award Nomination Form

Nominator’s Name: Mary Wood; mwood@usgs.gov; 703-648-4710

Nomination is (circle one): Non-supervisor **Supervisor** Group

Name of Nominee: Kevin T. Gallagher, Associate Director for Core Science Systems

Duty Station: Reston, VA

Immediate Supervisor: Suzette Kimball

During his time as the Associate Director for Core Science Systems, Kevin Gallagher has been one of the USGS’s strongest advocates of ensuring diversity and inclusion in the workplace. His launch of the innovative “Diversity and Inclusion at USGS in 6 Words” web site exemplifies his commitment through providing a place for employees to anonymously express ideas on diversity more freely, resulting in added insight for management to USGS views on diversity. Kevin’s leadership and support in creating a more inclusive workplace, while embracing and growing diversity as an asset to the Bureau’s mission is commendable. Programs under his purview routinely hire students and strive to expand the margins of special hiring authorities to promote a diverse workforce, including women, minorities and veterans. Of particular note is the National Cooperative Geologic Mapping Program’s very popular “Best Student Geologic Map” competition, which has grown in just a few short years into a worldwide competition that substantially contributes to the pipeline of future geologic mappers. Kevin is a staunch supporter of the Society for Advancement of Chicanos/Hispanics and Native Americans in Science (SACNAS) and has personally engaged in many opportunities to talk with young people from that organization in an effort to encourage and grow minority STEM education and contributions to the USGS. He also strongly advocates for USGS participation in other STEM events such the annual Science and Engineering Festival, one of the largest STEM outreach events in the country. Kevin co-led the USGS workforce planning team which produced a Bureau Workforce Plan that outlined specific actions to attract and hire diverse candidates in the natural resources, biological and physical sciences series at a rate commensurate with the overall U.S. workforce. He encourages the efforts of USGS Diversity Change Agents as demonstrated by the substantial number of CSS senior leaders and staff that participate on the USGS Diversity Council. Diversity training and team building through self-awareness are major components of all of his senior leadership team meetings. He consistently recognizes outstanding performance among all of his staff and strongly encourages and supports award recognition whether it be a simple ‘thank you’ or a Meritorious Service Award. As demonstrated by his many accomplishments, Kevin practices what he preaches and serves as one the most outstanding champions and role models in the USGS for diversity and inclusion activities.

Attachment 4 – Sample of Exemplary Act Award

CITATION

EXEMPLARY ACT AWARD

HARRY M. PADBURY

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

In the spring of 2012, Mr. Harry Padbury, a U.S. Geological Survey (USGS) employee, was driving his car into the USGS parking lot located at the National Center, Reston, Virginia, when he saw an employee, Mr. Joseph Seger, Chief, Information Security Officer, waving and requesting assistance. Mr. Padbury 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. Mr. Padbury stayed with Mr. Seger until the ambulance arrived and transported him to the hospital. With time being critical to the deteriorating health of Mr. Seger, the quick thinking and assistance provided by Mr. Padbury was apparent in saving Mr. Seger's life. During his critical condition, Mr. Seger was resuscitated numerous times in the ambulance while on the way to the hospital. He has since fully recovered which certainly would not have happened if not for Mr. Padbury's quick response. For his decisive and immediate action in saving a life, Harry M. Padbury is granted the Exemplary Act Award of the Department of the Interior.

/signed/

(name)

Deputy Director

Attachment 5 - 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 his or her 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 his/her assigned, endorsement prior to submitting to the Bureau Honor Awards Coordinator, Amy Bradley. A Call for Nominations memo goes out to all USGS employees from the Bureau Human Resources Officer typically in 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. Dr. Smith 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 his or her 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 his/her assigned, endorsement prior to submitting to the Bureau Honor Awards Coordinator, Amy Bradley. A Call for Nominations memo goes out to all USGS employees from the Bureau Human Resources Officer typically in 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 National 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. Dr. Smith 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 his/her assigned.
- The ELT member or his/her 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, Amy Bradley.
- The Director of the USGS will hand 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 hand 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 his/her 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. Dr. Smith 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 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 his/her assigned.
- The ELT member or his/her 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, Amy Bradley.
- The Director of the USGS will hand sign the DI-451 as the “Approving Official”. **This signature is obtained by the Bureau Honor Awards Coordinator.**
- **NOTE: The “Recommending Individual” can be the author or the science center Director.**

If you have any questions, please contact Amy Bradley, Bureau Honor Awards Coordinator at 703-648-7457 or at abradley@usgs.gov.

Sample DSA Citation

CITATION FOR DISTINGUISHED SERVICE

JOHN R. GRAY

In recognition of his 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.

John Gray is recognized throughout the USGS for decades of leadership and support in fluvial sediment science. His 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. Mr. Gray 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. Mr. Gray 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. He 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. Mr. Gray has been a teacher and mentor to many young scientists, through whom his positive impact continues. He 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. He 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. Mr. Gray has been an exemplary employee, faithfully displaying the high personal and technical standards that characterize USGS science in the public service. For his outstanding contributions to the USGS, John R. Gray 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

JOAN F. KENNY

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

Ms. Kenny is a recognized expert on water use in Kansas and throughout the Nation. As the Water Use Specialist for the USGS Kansas Water Science Center for more than 20 years, she and expanded the Nation's understanding of water use. She 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. Ms. Kenny 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. Ms. Kenny 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 Kansas water-use program is recognized as one of the premier water-use program in the country largely because of Ms. Kenny's expertise and efforts. She 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. Ms. Kenny is a primary author on more than nine water-use reports and is recognized by Kansas cooperators and her peers on the National Water-Use Team for her dedication to providing complete and accurate State and national water-use data. For her outstanding contributions to the USGS, Joan F. Kenny 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
STEVEN R. BRANTLEY

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

As Deputy Scientist-In-Charge at the HVO, Steven Brantley has provided outstanding leadership ensuring that the HVO continues to function as one of the world's premier volcano research centers. Under Mr. Brantley's 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, Mr. Brantley supervised the installation of a new air-handling system to ensure good air quality in the building. He 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. Mr. Brantley 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. Mr. Brantley's dedication and outstanding leadership have resulted in vastly increased safety, higher efficiency, and improved morale among his colleagues. For his outstanding contributions to the USGS, Steven Brantley is granted the Superior Service Award of the Department of the Interior.

Director

Attachment 6 – Sample of John Wesley Powell Award

**John Wesley Powell Award
John Galetzka
TLALOCnet Project Manager
UNAVCO**

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

Mr. Galetzka began his career with the USGS through a National Association of Geoscience Teachers summer position. During his employment with USGS, Mr. Galetzka was responsible for innovating and installing a network of continuously operating Global Positioning System (GPS) receivers throughout southern California. He 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, Mr. Galetzka also worked with the U.S. Embassy and other organizations to increase the region’s preparedness for earthquakes, especially in Kathmandu. He 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 his 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, Mr. Galetzka 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 Mr. Galetzka provided, as well as his 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 his support of the mission of the USGS Earthquake Hazards Program and more broadly for his efforts to reduce the threat of earthquakes worldwide, and for his special actions including key data collection activities following the 2015 earthquake in Nepal, Mr. John Galetzka is granted the John Wesley Powell Award of the U.S. Geological Survey.

Suzette M. Kimball
Director

This nomination is supported by:

Kenneth Hudnut, Geophysicist, Earthquake Science Center, Pacific Region
Mehmet Celebi, Research Civil Engineer, Earthquake Science Center, Pacific Region
Douglas Given, Earthquake Early Warning Coordinator, Earthquake Hazards Program
Mark Sogge, Director, Pacific Region

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.

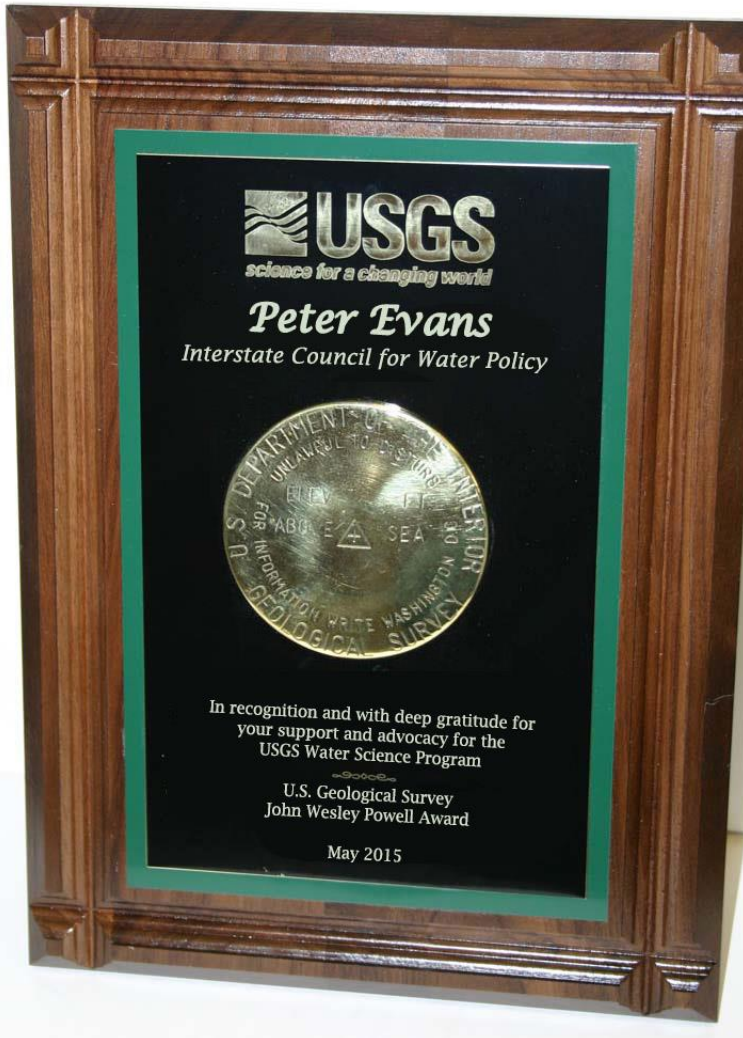
Total costs are \$130 for a benchmark plaque, \$88 for a plain plaque, and \$6-\$10 for FedEx overnight shipping. Prices are subject to change as supply and shipping costs are adjusted.

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

Sample of a John Wesley Powell Benchmark Plaque



Attachment 7

30-, 40- AND 50-YEAR LETTER TEMPLATE

(40 and 50 are for Director’s signature)
(30 are for the ELT member’s signature)

Date will be stamped when letter is signed

Mr. John Doe (Use Mr./Mrs./Ms./Dr. in address title and Salutation)
U.S. Geological Survey
Lakewood, Colorado 80225 (Spell out City and State with Zip Code)

Dear Mr. Doe:

(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 as well as the USGS Commemorative Coin. *(40- and 50-year recognition only.)*

(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 his/her 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)

Jim Reilly *(ELT member signs 30s)*
Director

.....
(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 8-LOS Process Chart			
Years	Award Item	Process	Presentation
BHAC = Bureau Honor Awards Coordinator			
10	Certificate	Prepared by the BHAC; sent to 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 BHAC to the ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
20	Certificate	Prepared by the BHAC; sent to 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 BHAC to the ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
30	Certificate	Prepared by the BHAC; sent to 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 the BHAC to the ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
	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 the BHAC and sent to the Director's office for signature; the BHAC sends signed certificate along with pin 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 the BHAC along with the signed embossed certificate to the 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 USGS Honor Awards Ceremony in Reston; if manager or recipient decides to have a local presentation, the BHAC will forward scroll to the supervisor.	Typically presented at Reston Honor Awards Ceremony

Attachment 9 - 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 10 – Safety Award guidance, criteria and sample

Safety and Occupational Health Award of Excellence Guidance and Nomination Criteria

Nominations will be submitted to Amy Bradley by the deadline specified in the January 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 Amy Bradley, (abradley@usgs.gov), Bureau Honor Awards Coordinator, not later than the deadline noted in the [January call 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 Occupational Safety and Health (OSH) Council. Nominations approved by the OSH Council for USGS recognition will be presented at the annual USGS awards ceremony. Nominations deserving of DOI recognition 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 your respective Mission Area or Regional Safety Manager listed below:

Mission Areas	Cynthia Duffield, (cduffield@usgs.gov), 703-648-5289
Alaska Region	Melvin Flynn, (mflynn@usgs.gov), 907-786-7090
Midcontinent Region	Scott Lowe, (bslowe@usgs.gov), 614-430-7751
Northeast Region	Mike Seddon, (mseddon@usgs.gov), 703-648-6689
NW-Pacific Islands Region	Bill Simonds, (bsimonds@usgs.gov), 503-251-3262
Southeast Region	Beth Demith, (bdemith@usgs.gov), 703-648-4636
Southwest Region	Eric Williams, (ewilliams@usgs.gov), 916-278-9429
Rocky Mountain Region	Roger Smith, (rasmith@usgs.gov), 303-236-5733

If you have any questions on the nomination process, please call Amy Bradley at 703-648-7457.

Nomination Criteria (Individual, Group or Organization)

**U.S. Geological Survey
Safety and Occupational Health Award of Excellence
(for prior year accomplishments)**

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.

Whom may be considered

- 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.

Criteria

Enhancing the Role of Leadership in Promoting a Culture of Safety: 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.

Engages Employees in Reaching Occupational Safety and Health Commitments: Provides a USGS work environment that supports employee involvement in the OSH Program.

Preventing Exposure to Hazards and Mitigate Risk to our Employees: Improves occupational safety and health hazard identification processes and responses to them.

Meeting or Exceeding all Federal Safety and Health Regulations and Requirements: Commits the Bureau to implement a comprehensive OSH Program in accordance with guidance in the Departmental Manual, Part 485 and USGS 445-2-H.

**Instructions for Completing the DI-451 Award Certification Form for the Safety Award
(the DI-451 can only be accessed through Internet Explorer...not Chrome)**

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 (Amy Bradley) 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

CYNTHIA W. DUFFIELD

For her 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, Ms. Duffield 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, she 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. Ms. Duffield's commitment to this effort continues through her 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. Ms. Duffield's hard work and dedication to the project and to the health and safety of USGS employees is to be commended. For her outstanding contributions to the Occupational Safety and Health Program of the USGS, Ms. Cynthia Duffield is granted the Safety and Occupational Health Award of Excellence.

Samuel J. Heyman Service to America Medals (SAMMIEs)

Thank you for your interest in submitting a Sammies nomination! If you know a federal employee who demonstrates innovation, strong leadership and a passion for public service in their work, we want to recognize them through the Service to America Medals.

General Information

We accept nominations on an annual basis in early November.

The USGS nomination cycle will close on the deadline specified in the January Call for Nominations email. Nominations will be submitted to Amy Bradley (abradley@usgs.gov) via the DI-451 Award Certification Form by that date in order to meet the deadline of the Partnership for Public Service.

Finalists are announced the first week of May during Public Service Recognition Week and the honorees are announced at an awards gala in Washington, D.C. each fall.

Nominators can choose to submit their nominations in up to seven categories. Please read more about the categories and their specific eligibility requirements before submitting a nomination.

We welcome nominations for individuals and teams. While we acknowledge that many important accomplishments involve hundreds of federal employees, our honoree recognition is limited to a maximum of three people who represent the team and their achievement.

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).

See next page for nomination form.

Samuel J. Heyman Award Nomination Form

Nominations will be submitted to Amy Bradley by the deadline specified in the January Call for Nominations email.

Nominee Information:

Medal Category: (Select and **Highlight one) (see descriptions in the Criteria & Guidelines)**

- Paul A. Volcker Career Achievement
- Emerging Leaders
- Safety, Security and International Affairs
- Management Excellence
- Science and Environment

In this section, please enter the nominee's employment and contact details.

* Team nomination? Yes No

Note: if yes, please enter only the nominee information below for a single team leader only. You will have the opportunity to recognize other team leaders/members in the Accomplishment Description.

Please fill in all lines.

- Prefix (e.g., Mr. Ms. Dr.):
- First Name:
- Last Name:
- Employer (Agency and Office):
- Job Title:
- Office Mailing Address:
- Office City and State and Zip Code:
- Office Country:
- Office Phone (###-###-####, ext. ###):
- Alternate Phone:
- Office Email:
- Alternate Email:
- 35 or younger Older than 35
(Nominees for the Call to Service category must be 35 or younger as of January 1 of the current nomination cycle)
- Total years of civilian federal service:
(Nominees for the Career Achievement category must have 20 or more years of service as of January 1 of the current nomination cycle.)

(Note: The nomination review committee reserves the right to consider all nominations for additional medal categories)

Nominator Information:

In this section, please enter the nominator's employment and contact details. Please fill in all lines.

- Prefix (e.g., Mr. Ms. Dr.):
- First Name:
- Last Name:
- Job Title:
- Employer:
- Office Mailing Address:
- Office City, State and Zip Code:
- Office Country:
- Office Phone (###-###-#### ext. ###):
- Office Email:
- Alternate Email:
- Relationship: (Nominator to nominee):

References:

- Please identify and provide contact information for three references, including a current supervisor or higher level official, who can verify the information contained in this nomination. The **nominator** is automatically considered a reference and **should not** be repeated below.

Reference #1 – Please fill in all lines

- Prefix (e.g., Mr. Ms. Dr.):
- First Name:
- Last Name:
- Job Title:
- Employer:
- Phone (###-###-#### ext. ###):
- Email:

Reference #2 – Please fill in all lines

- Prefix (e.g., Mr. Ms. Dr.):
- First Name:
- Last Name:
- Job Title:
- Employer:
- Phone (###-###-#### ext. ###):
- Email:

Reference #3 – Please fill in all lines

- Prefix (e.g., Mr. Ms. Dr.):
- First Name:
- Last Name:
- Job Title:
- Employer:

- Phone (###-###-#### ext. ###):
- Email:

Accomplishments Summary:

In one or two sentences, please identify the specific accomplishment(s) for which you are nominating this person or team. The primary accomplishment must be related to the nominee's work as a federal employee (i.e., not community, volunteer or active duty service).

Accomplishment Description:

In 800 words or less:

- Describe the accomplishment and why it is important to the nation. Where possible, include quantifiable outcomes (e.g., dollars saved, or number of people helped).
- Explain who the accomplishment benefits and how it benefits them.
- Indicate when the accomplishment occurred.
- Explain what the nominee did that was innovative (e.g., unique approach to solving a problem or a new model for others to follow).
- If this is a team nomination, provide the team name and number of team members. If there are more than two or three team members, you do not need to identify them at this time.

HOW DO YOU WRITE A WINNING SAMMIES NOMINATION.....click on this website!

<https://servicetoamericamedals.org/wp-content/uploads/sites/4/2018/11/How-to-write-a-winning-Sammies-nomination.pdf>

Attachment 12 – Sample of Unit Award

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.

Director

See attached list of Unit members

<u>Awardees:</u>	<u>Organization:</u>	<u>Duty Station:</u>
Joel Cugini	NCAP (on assignment from NGA)	Reston, VA
Thomas Duke	NCAP	Reston, VA
Bruce Molnia	NCAP	Reston, VA
Jeffrey Sano	NCAP	Reston, VA
Robert Glover	NCAP	Reston, VA
Blythe Merritt	NCAP	Reston, VA
Gregory Manuel	NCAP	Reston, VA
David Bratton	NCAP	Reston, VA
Lisbeth Chandler	NCAP	Reston, VA
James Hak	NCAP	Reston, VA
Susan Stuart	NCAP	Reston, VA
Marcos Ponce	NCAP	Reston, VA
Laura Kislowski	NCAP	Reston, VA
Cynthia Myers	NCAP	Reston, VA
Robert Sybert	NCAP	Reston, VA
Rafael Sistoza	NCAP	Reston, VA
Susan Price	NCAP	Reston, VA
Charles Wortman	NCAP	Reston, VA
Chelsea Carbo	EGSC	Reston, VA
Erika Kaufhold	EGSC	Reston, VA
Chelsea Cook	EGSC	Reston, VA
Kim Angeli	EGSC	Reston, VA
Gary Fisher	EGSC	Reston, VA
Mark Brooks	EGSC	Reston, VA
Laura Deaton	EGSC	Reston, VA
Thomas Owens	SASC	Denver, CO
Eugene Ellis	SASC	Denver, CO
Beverly Friesen	SASC	Denver, CO
Earl Wilson	SASC	Denver, CO
Mark Fahey	SASC	Denver, CO
Lucy Golden	SASC	Denver, CO
Fred Flores	SASC	Denver, CO
Brenda Jones	EROS	Sioux Falls, SD
Rynn Lamb	EROS	Sioux Falls, SD
Carolyn Gacke	EROS	Sioux Falls, SD

CITATION

FOR VALOR

K. SAMUEL FISHEL

For his courageous action placing himself 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. Mr. K. Samuel Fishel 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. Mr. Fishel and his coworker saw that the driver could not get out and that there were also three children inside. Mr. Fishel and his 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 his courageous, decisive, and immediate actions in saving four lives from great harm, despite great personal risk, Mr. K. Samuel Fishel is granted the Valor Award of the Department of the Interior.

Secretary of the Interior

WILLIAM T. PECORA AWARD

Darrel L. Williams

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

Dr. Darrel L. Williams, Chief Scientist, Global Science and Technology (GST), Inc., has dedicated his career to understanding the Earth by means of remote sensing. Using these advanced technologies, Dr. Williams 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 he wrote one of the first Master's Thesis based on digital analysis of ERTS 1 (Landsat 1), his contributions to the science and remote-sensing community embody the substance and spirit of rigorous science and devotion to community leadership.

Dr. Williams retired from NASA in 2010, following a distinguished 35-year career primarily focused on the Landsat program. Throughout his NASA career, Dr. Williams pursued scientific research and took on increasing scientific management responsibilities. In 1978, he became the Assistant Project Scientist for Landsats 4 and 5. In this role, he 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, Dr. Williams was appointed the Landsat Project Scientist. He served in this role until his retirement. As Landsat Project Scientist, Dr. Williams 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, he 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, Dr. Williams 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. Williams 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 his 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. Dr. Williams 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, he 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.

Dr. Williams's 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, he 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

Natural Resources Conservation Achievement Award (NRCAA)
(formerly the Environmental Achievement Award)
Nomination & Project Information 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 one):

- **Good Neighbor** – Recognizes external engagement with state or local governments and regional communities to achieve conservation results.
- **Environmental Review and Permitting Champion** – Recognizes those that cut the amount of time normally needed to complete the environmental compliance process in a manner that fosters excellent decision-making.
- **Outdoor Recreation Champion** – Recognizes exceptional leadership to promote recreation, including hunting, fishing, and other forms of outdoor recreation on Interior lands and waters
- **Trailblazer** – Recognizes agents of change working across organizational boundaries or bureaucratic silos to enhance conservation outcomes and create efficiencies by resolving mission conflicts at the regional level.
- **Cultural Resources Protection** – Recognizes efforts to promote and protect cultural resources to include archeological sites, historic buildings and sites, cultural and historic landscapes, and tribal trusts.
- **Natural Resource Cleanup** – Recognizes efforts to cleanup contamination on Department land through new and emerging technologies, partnerships with other federal or nonfederal agencies or organizations, project management or initiatives in areas such as bureau operations, land management practices, technology enhancement/transfer, education/training, policy making, program infrastructure development, or research.

- **Natural Resources Stewardship** – Recognizes efforts to increase efficiency and/or cost savings in the use of materials, energy, water, or other resources and prevent or eliminate pollution from federal operations and buildings. The award includes efforts for improvements in building operation efficiencies, waste diversion and reduction, innovation, procurement of goods and services, and other pollution prevention and resource conservation efforts.
- **Ralph Regula Conservation and Stewardship Champion** – Recognizes those that champion America’s special places to ensure the legacy of these natural and cultural resource treasures endure through collaborative stewardship and resource conservation efforts.

Nominee Category (Select one):

- Individual
- Team
- Partner

Please continue to the next page

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.

Please continue to the next page

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.

Please continue to the next page

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.

Please continue to the next page

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.

Please continue to next page

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).