

Contents

Appendix 1 – Aviation Safety Award nomination forms

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

Appendix 3 – Sample of Award for Distinguished Service, Valor, Bravery, Exemplary Act, and Outstanding Service

Appendix 4 – Guidelines for Writing Meritorious and Superior Service Awards

Appendix 5 – Sample of John Wesley Powell Award

Appendix 6 – Length of Service Letter

Appendix 7 – Length of Service Process

Appendix 8 – Safety Award guidance, criteria and sample

Appendix 9 – Sample of Unit Award

Appendix 10 – William T. Pecora Award sample

Appendix 1 – Aviation Safety Award nomination forms

Nomination for the Department’s Aviation Safety Award

This award recognizes an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI. This award is restricted to DOI employees and only one such award shall be presented annually at the DOI Convocation in the Main Interior Building, Washington D.C.

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

Criteria

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

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

Nominee’s full name:

Nominator’s name and phone number:

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

Nomination for the Airward

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

Nominee's full name:

Pilot certification number (if applicable):

Nominator's name and phone number:

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

Nomination for Award for In-Flight Action

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

Award Categories

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

Procedures

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

Nominations should be submitted within 30 days of the event.

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

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

Nominee's full name:

Pilot certification number:

Nominator's name and phone number:

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

Nomination for Award for Safe Flying

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

Standards

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

Criteria

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

Award Categories

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

Nominee's Full Name:

Federal Aviation Administration Airman's Certificate Number:

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

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

Nominator's name and phone number:

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

Nomination for Significant Contribution to Aviation Safety

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

Criteria

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

Nominee's Full Name:

Nominator's name and phone number:

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

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

CITATION

CITIZEN’S AWARD FOR EXCEPTIONAL SERVICE

NAME

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

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

Ned Mamula
Director

Appendix 3 – Sample of Award for Distinguished Service, Valor, Bravery, Exemplary Act, and Outstanding Service

CITATION

[Space]

FOR DISTINGUISHED SERVICE

FOR VALOR

FOR BRAVERY

FOR EXEMPLARY ACT

FOR OUTSTANDING SERVICE

[Space]

JOHN D. DOE

[Space]

[Space]

“In recognition of [his/her] leadership in international water resources for the Bureau of Reclamation.” The first paragraph consists of a single sentence that summarizes the reason for the award nomination. The sentence should begin with “In recognition of...” and end with the Bureau/Office name. Do not introduce any Bureau/Office abbreviations (e.g., FWS, USGS) in this first paragraph.

[Space]

The second paragraph details the nominee’s contributions and accomplishments with specificity. Use the nominee’s full name with honorific (e.g., Mr. John Doe, Ms. Jenny Jones, Dr. Judy Brown) in the first reference and in the final sentence. Other uses of the nominee’s name should be simply the nominee’s last name with honorific (e.g., Mr. Doe, Ms. Jones, Dr. Brown). (Follow this same guidance for other personal names that may be used in the citation.) When the name of a Bureau/Office or other agency is first used in the second paragraph, spell out the full name. If the name of the Bureau/Office or other agency is to be used again, introduce the generally accepted abbreviation (e.g., FWS, USGS, BOR) in parentheses after the first use. Use only the abbreviation in all subsequent references. Use action verbs throughout the citation. The final sentence of the second paragraph is standardized, based on the award type. The closing sentence again summarizes (using language not identical to the first paragraph) the reason for the award nomination and states that the award is granted.

[The signature block will be 6 spaces below the body of the citation and will begin at the center of the page.]

Secretary of the Interior

The final sentence of the second paragraph for Distinguished Service Awards will read: "For [short summary] [nominee's full name with honorific] is granted the highest honor of the Department of the Interior, the Distinguished Service Award.

Example: For her outstanding leadership and contributions to conservation and collaboration, Ms. Jane M. Smith is granted the highest honor of the Department of the Interior, the Distinguished Service Award.

For a Valor Award: For [short summary] [nominee's full name with honorific] is granted the Valor Award of the Department of the Interior.

Example: For his bravery and exceptional application of skills and expertise, Mr. Mark J. Johnson is granted the Valor Award of the Department of the Interior.

For a Citizens Award for Bravery: For [short summary] [nominee's full name with honorific] is granted the Citizen's Award for Bravery of the Department of the Interior.

Example: For his courageous actions, taken at significant personal risk, Mr. Jordan Rogers is granted the Citizen's Award for Bravery of the Department of the Interior.

For Exemplary Act Award: For [short summary] [nominee's full name with honorific] is granted the Exemplary Act Award of the Department of the Interior.

Example: For his quick thinking and life-saving actions for a member of the public, Ranger Stephen J. Gould is granted the Exemplary Act Award of the Department of the Interior.

For Outstanding Service Award for Political Appointees: For [short summary] [nominee's full name with honorific] is granted the Outstanding Service Award of the Department of the Interior.

Example: For her outstanding service to the Department and the Secretary of the Interior, Ms. Kimberly Clark is granted the Outstanding Service Award of the Department of the Interior.

Appendix 4 – Guidelines for Writing Meritorious and Superior Service Awards

Meritorious Service Award (MSA)

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

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

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

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

Tips for Writing and Reviewing MSA citations:

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

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

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

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

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

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

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

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

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

Don't: Use passive voice.

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

MSA example is at the end of this attachment.

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

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

Superior Service Award (SSA)

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

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

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

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

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

Tips for Writing and Reviewing SSA citations:

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

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

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

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

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

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

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

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

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

Don't: Use passive voice.

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

SSA example is at the end of this attachment.

Signature Format for Completing the DI-451 for the SSA

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

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

Sample MSA Citation

CITATION

FOR MERITORIOUS SERVICE

FIRST NAME, MI, LAST NAME

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

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

Assistant Secretary for Water and Science

Sample SSA Citation

CITATION

FOR SUPERIOR SERVICE

FIRST NAME, MI, LAST NAME

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

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

Ned Mamula
Director

Appendix 5 – Sample of John Wesley Powell Award

John Wesley Powell Award
First/Last Name
Position Title
Organization

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

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

Ned Mamula
Director

This nomination is supported by:

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

John Wesley Powell Benchmark Plaque Order Form

Below is the information needed for each plaque:

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

ALL UPPERCASE

or

Upper and Lower Case

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

Total costs are \$149 (with benchmark disk) or \$90 (with buffalo seal) for plaque and \$6-8 for FedEx overnight shipping. **(NOTE: Price shown as of March 27, 2024)**

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

Appendix 6 – Length of Service Letter

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

John Doe

U.S. Geological Survey

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

Dear NAME:

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

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

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

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

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

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

(1 blank line)

Sincerely,

(5 blank lines)

NAME *(ELT member signs 30s)*

Director *(USGS Director signs 40 + years)*

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

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

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

Appendix 7 – Length of Service Process

Appendix 9-LOS Process Chart			
Years	Award Item	Process	Presentation
		BHAC = Bureau Honor Awards Coordinator	
10	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by the ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
20	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by ELT Secretaries/Assistants for distribution along with the signed embossed certificate to their offices	
30	Certificate	Prepared by ELT Secretaries/Assistants; signed by Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with pin and letter to their offices	Presented in a meeting of peers at local duty station
	Pin	Sent by ELT Secretaries/Assistants for distribution	
	Letter	Prepared by supervisor (in Word format) using the 1.7.16 template and signed by the Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants distribute along with embossed certificate and pin to their offices	
40/50	Certificate	Prepared by ELT Secretaries/Assistants and sent to the Director's office for signature; the BHAC sends signed certificate to ELT Secretaries/ Assistants who wait for letter and then distribute to their offices	Presented in a meeting of peers at local duty station.
	Pin	Sent by ELT Secretaries/Assistants for distribution to their offices	
	Letter	Prepared by supervisor (in Word format) using the 1.7.16 template and sent to the Associate Directors/Regional Directors, whichever appropriate; ELT Secretaries/Assistants review and ELT member concurs; <u>ELT Secretaries/Assistants enter into the DTS and send to AHC-HR-LOS (the BHAC);</u> the BHAC will review and edit and send to the DO which will return letter to the ELT office following signing by the Director; ELT Secretary/Assistants distribute letter, certificate and pin to their appropriate offices for presentation.	
	Scroll of Honor	Prepared by the BHAC and sent to Director's Office for signature. Scrolls will be held by the BHAC until the next annual in-person USGS Honor Awards Ceremony in Reston.	Presented when there is an in-person Reston Honor Awards Ceremony

Appendix 8 – Safety Award guidance, criteria and sample

Safety and Occupational Health Award of Excellence Guidance and Nomination Criteria

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

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

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

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

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

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

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

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

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

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

Sample Safety Award Justification

SAFETY AND OCCUPATIONAL HEALTH AWARD OF EXCELLENCE

FIRST NAME, MI, LAST NAME

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

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

Appendix 9 – 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.

Ned Mamula
Director

See attached list of Unit members

Awardees:

First/Last Name

Organization:

Org Name

Duty Station:

City, State

****LIST ALL AWARDEES****

Appendix 10 – William T. Pecora Award sample

WILLIAM T. PECORA AWARD

FIRST NAME, MI, LAST NAME

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

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

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

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

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

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

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

/ signed /
Secretary
Department of the Interior

/ signed /
Administrator
National Aeronautics and Space Administration