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Mail Stop 600

January 20, 2017

Memorandum

To: All U.S. Geological Survey Employees

From: Julie V. Wozniak
Deputy Associate Director for Human Capital

Subject: Call for Nominations for 2017 Honor Awards

On behalf of the Acting Director, the Human Resources Office is requesting nominations for the honor awards listed below. These honor awards are a prestigious recognition that can be granted by the Department for career accomplishments, exceptional support of the Department or bureau mission, and bravery. They are designed to bestow honor on an individual or group of individuals as an official recognition of achievement at all levels of the organization.

Each nomination must be a Word doc attached in the Justification Section of the DI-451 which can be located at https://webforms.usgs.gov/Lists/Menu/DI.aspx. If the award is not listed on the DI-451, use the Other Awards box and fill in the title of the award. All nominations should be forwarded through the appropriate supervisory channels and must be endorsed by a member of the Executive Leadership Team (ELT).

The New 2017 Honor Awards Guide contains some new guidance you will need to submit your award nominations. Please refer to this website for current information:


**Deadline: February 10, 2017 to Elizabeth Stewart (pestewart@usgs.gov)**

Shoemaker Lifetime Achievement Award

**Deadline: Nominations can be submitted from February to June 10 to pecora@usgs.gov**

William T. Pecora Award (Remote Sensing)

**Deadline: March 1, 2017 to Carole DeHerrera (cdeherrera@usgs.gov)**

DOI Customer Service Award
Deadline: Nominations can be submitted from March 15 to May 6 to fgdc@fgdc.gov
Doug D. Nebert NSDI Champion of the Year Award (National Spatial Data Infrastructure)

Deadline: March 17, 2017 to Carole DeHerrera (cdeherrera@usgs.gov)
USGS Environmental Achievement Award
*New information exists……..please read carefully.
Go to the above site and on the right you will see Document Type: Form (2)
Please use these 2 forms for instructions and submission of your nomination(s).

Deadline: April 3, 2017 to Elizabeth Stewart (pestewart@usgs.gov)
Shoemaker Communication Award (for 2016 products)
NOTE: USGS products must follow ALL USGS Visual Identity System guidelines to be considered for this award (non-USGS products are exempt from this requirement).

Deadline: April 14, 2017 to Michael Tischler (mtischler@usgs.gov)
2017 Internal USGS Henry Gannett Award (Topographic Mapping)

Deadline: September 1, 2017 to Carole DeHerrera (cdeherrera@usgs.gov)
- Citizen’s Award for Bravery
- Distinguished Service Award
- DOI Aviation Safety Award
- Safety & Occupational Health Award of Excellence (for 2017 accomplishments). Please follow new guidelines in the Honor Awards Guide since format has changed.
- Valor Award

Deadline: November 1, 2017 to Carole DeHerrera (cdeherrera@usgs.gov)
2018 Samuel J. Heyman Service to America Award (Sammie)

Deadline: December 30, 2017 to Carole DeHerrera (cdeherrera@usgs.gov)
- Dallas Peck Outstanding Scientist Emeritus Award (for Scientist Emeritus volunteers only; DI-451 not required) Send nominations to Laurel Bybell (lbybell@usgs.gov)
- Diversity Award
- Excellence in Leadership and Early Career Excellence in Leadership Awards
- Exemplary Act Award
- John Wesley Powell Award (for private citizens/groups;DI-451 not required)
- Meritorious Service Award
- Unit Award for Excellence of Service

Deadline: Inactive until further notice
Partners in Conservation Award

There is no deadline for the following awards; they can be submitted at any time:
- Superior Service Awards
- Citizen’s Award for Exceptional Service (for private citizens/groups; DI-451 not required)
Please mark your calendars to allow enough time to gather the information you need in order to write strong nominations, acquire appropriate reviews and signatures, and transmittal by the deadline dates. **Special care should be taken to ensure proper formatting, grammar and spelling before the awards are submitted.**

Reminder – Please do not wait until someone is about to retire to nominate them for an Honor Award. Approval of the write up is only part of the process—certificates and medals can only be requisitioned and processed once the nomination has been signed by the appropriate signatory (SSA/Director; MSA/ Assistant Secretary for Water and Science; DSA/Secretary). We will always do our best to accommodate, but cannot realistically ensure the award will be approved and processed in time. Thank you.

If you have any comments or questions or need samples of awards, please contact Carole DeHerrera at cdeherrera@usgs.gov or 303-236-9561.