

USGS Honor Awards Guide

USGS and DOI Honor Awards

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U.S. Geological Survey

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USGS Honor Awards Guide

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Introduction

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

Recognition of Achievements

Achievements should be recognized at the time of the accomplishment, and acknowledgement of progress toward achieving individual, team, or organizational results should be a continuous process.

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

Carole DeHerrera
Phone: 303-236-9561
Email: cdeherrera@usgs.gov

USGS Honor Awards Review Team

Purpose. The USGS Honor Awards Review Team, comprised of the Deputy Chief of Staff, Director's Office and the Bureau Honor Awards Coordinator, 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. The forms and instructions for submitting nominations are in **Attachment 15**. All nominations will be submitted to the Bureau Honor Awards Coordinator (Carole DeHerrera) via the DI-451 form **on or about September 16 of any given year**.

Award for In-Flight Action

Established to recognize onboard flight crewmembers, aircrew members, and passengers who, through outstanding airmanship, courage, or other action, materially contribute to the successful recovery from an emergency, or who minimize or prevent aircraft damage or injury to personnel during a DOI aviation-related occurrence.

Award for Safe Flying

Established to recognize DOI pilots who have distinguished themselves by safe flying for the period considered.

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.

Secretary's Award for Outstanding Contribution to Aviation Safety

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.

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.

Eligibility

This program applies to all DOI employees and other individuals, groups, or organizations involved with DOI aviation activities.

Nomination and Selection Process

Nominations are solicited annually by the HRO on behalf of the Department's Aviation Safety Program. An email goes out to all USGS employees in January of each year. The nomination must be prepared in Word format (Times New Roman, 12 Font) and attached to the Justification section of the DI-451. The USGS Safety and Occupational Health Manager for Aviation will review and select nominations for Director's and Principal Deputy Assistant Secretary for Water and Science concurrence before going to the Department's Office of Aviation Services.

Evidence of the Award and Presentation

Individuals and Groups receive a plaque from the Secretary of the Interior. Presentation of the award will be at a 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.

Preparation of the DI-451 Award Certification Form

The signature format for completing the Award Certification, DI-451 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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 and AS/WS concurrence before it goes to the DOI Office of Aviation Safety for review and approval.

See Attachment 15.

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 or 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.

Nomination and Review 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

<https://webforms.usgs.gov/Lists/Menu/DI.aspx>

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).

Nomination and Review 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 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 left blank and is saved for the Director's signature.

Evidence of the Award and Presentation

Each recipient of the Citizen's Award will receive a certificate and letter signed by the Director. If the award is for a group, one large certificate with the names of the group participants will be presented along with a certificate for each individual with only his/her name. 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 9.

Customer Service Award (DOI)

The non-monetary Federal Customer Service Awards Program was established on March 19, 2015. The Department of the Interior will utilize the Federal Customer Service Awards Program to recognize customer service excellence throughout the agency. Each year, two levels of customer service awards--the President's Customer Service Awards and the Secretary of Interior's Customer Service Awards--will highlight the efforts of individuals and initiatives through non-monetary awards.

1. Definitions:

- a. *Customer*: A customer is the recipient of a service, experience, information, or product from a Federal agency or on behalf of a federal agency. A customer may be an individual or an organization. In general, when used in this guidance the word "customer" refers to an individual or organization that is not part of the Federal government.
- b. *Federal Customer Service Awards Program*: The Federal Customer Service Awards Program, formally established by OMB, will recognize the accomplishments made by Federal employees and partners who deliver exceptional service to their customers.

- c. *Individual Customer Service Award*: The Federal Customer Service award that recognizes individuals whose specific accomplishments, professionalism, and commitment to customer service make them a role model for customer service delivery. The individual's efforts may constitute a single "heroic" act or the results of a sustained commitment to innovation and excellent customer service.
 - d. *Initiative Customer Service Award*: The Federal Customer Service award that recognizes initiatives that have directly improved services for customers through the application of technology, improvements in operations, or other innovations. Initiatives must demonstrate a tangible improvement for customers, even if benefits are indirect in their impact. This may include improvements to services provided to internal agency customers that clearly result in improvements for external customers. General efforts to improve operations or program effectiveness, while valuable, do not qualify for a customer service award unless their ultimate impact on improving customer service can be clearly identified.
 - e. *OMB Customer Service Community of Practice*: The Customer Service Community of Practice (CoP) is a network of staff across Federal agencies committed to increasing the government's ability to deliver high quality and timely services in a manner that is responsive to the needs of the people and organizations with whom they interact. The CoP's objectives include promoting a culture of customer service across the Federal Government and recognizing excellent customer service practices and interactions to incentivize improvement across all programs. CAP Goals for Federal customer service can be found at:
<http://www.performance.gov/node/3400/view?view=public#progress-update>
 - f. *DOI Customer Service Community of Practice*: The DOI Customer Service Community of Practice (CoP) is a network of staff across the Department of the Interior bureaus and offices committed to increasing the Department's efforts to value and celebrate the everyday work of front-line staff and see their innovations and best practices shared with others.
 - g. *President's Customer Service Awards*: Annually, OMB will review and nominate a limited number of customer service award recipients to the White House for review and final selection. The Secretary of the Interior will recommend two DOI Customer Service Award recipients for the President's Customer Service Award process.
 - h. *Secretary of Interior's Award for Customer Service*: The Secretary of the Interior's Customer Service Awards will be selected annually. Nominations will be taken from all internal and external individuals and organizations that meet the criteria of the Federal Customer Service Awards Program. All nominations must be for the Individual Customer Service Award or the Initiative Customer Service Award.
2. **Responsibility**: The Office of the Secretary will administer the Federal Customer Service Awards. The bureaus and offices will ensure the program is promoted and supported in their organizations. The Deputy Assistant Secretary for Human Capital will oversee the selection and review of nominations for the Secretary of the Interior's Customer Service Awards.

Additional Responsibilities:

- a. DOI Bureaus and offices will provide review and concurrence of nominations and will consult with unions as appropriate.
 - b. DOI bureaus and Human Resource Offices will review and check nominees for derogatory information.
 - c. All awards will be non-monetary awards.
 - d. Award recipients may be highlighted through agency public events, forums, blog posts, and discussion through official agency social media.
 - e. All nominations for the Secretary of Interior's Customer Service Awards will be submitted to your Bureau Honor Awards Coordinator for processing.
 - f. The nomination package must also include a picture and no more than one page of justification.
3. **Eligibility for the Individual Customer Service Awards:** All DOI employees in good standing are eligible for the Individual Customer Service Awards, and bureaus/offices have the discretion to present awards to individuals working on contracts or for non-Federal partners providing services directly on behalf of the Federal government, within existing laws and regulations including the Federal Acquisition Regulations and Departmental Manual Chapter 370 DM 451: Awards and Recognition.
4. **Criteria for Individual Customer Service Awards:**

Individual Customer Service Award recipients should have direct engagement with the agency's customers or demonstrate a direct beneficial impact on customers as a result of their work.

Award recipients should also demonstrate a strong commitment to public service in their work, be well regarded in terms of their general integrity, and display values appropriate as a role model.

In general, those recognized should have demonstrated an understanding of customer needs and taken action to address those needs that goes above and beyond existing practices. This could be through a single "heroic" act, or the results of a sustained commitment to innovation and providing excellent customer service.

The review panel appointed by the Deputy Assistant Secretary for Human Capital will place an emphasis on:

- a. The number of customers impacted and/or the significance of the services to those customers;
 - b. The awardee's persistence in overcoming obstacles to providing excellent services;
 - c. The utilization of principles and practices of providing excellent customer service;
 - d. The extent to which the individual or initiative exemplifies excellence in public service; and
 - e. Diversity across mission areas, geography, and offices of award recipients.
5. **Eligibility for the Initiative Customer Service Awards:** Customer Service Award initiatives are often the result of the contributions of many, but are driven by a limited number of dedicated individuals. To recognize this, the Initiative Award should be

presented to limited number (in general less than 5) of named recipients whose individual contributions are recognized as the most significant to the initiative's success.

In addition, the Initiative Award should recognize the contributions of a broader set of teams and organizations that supported the initiative and contributed to its success. The named recipients should be those whose day-to-day work was most critical to the initiative, not necessarily the head of the office or organization. For example,

Award presented to: Bob Smith and Shelley Rogers
With contributions from: The Program Management Office and Office of Innovative Technologies

6. **Eligibility for Initiative Customer Service Awards:** Customer Service Award initiatives are often the result of the contributions of many, but are driven by a limited number of dedicated individuals. To recognize this, the Initiative Award should be presented to a limited number (in general, less than five) of named recipients whose individual contributions are recognized as the most significant to the initiative's success. In addition, the Initiative Award can recognize the contributions of a broader set of teams and organizations that supported the initiative and contributed to its success. The named recipients should be those whose day-to-day work was most critical to the initiative, not necessarily the head of the office or organization. For example,

Award presented to: Shania Rogers and Avon Lopez
With contributions from: The Program Management Office and Office of Innovative Technologies

7. **Criteria for Initiative Customer Service Awards:** The Initiative Award will recognize innovations and sustained improvements in customer service that enable Bureaus and Offices to meet the needs of their customers more effectively, leading to increased satisfaction. Initiative must demonstrate a direct and tangible improvement for the customers of bureaus or offices, not simply improvements in the general level of support provided to agency business units or employees.

Examples include:

- Process improvements at a customer service center that have directly led to improvements in meeting customer needs.
- The innovative use of online technologies and social media to exceed the expectations of customers.
- The implementation of an agency-wide strategy that has measurably improved the experiences of the agency's customers.

The review panel will place emphasis on:

- a. The number of customers impacted and/or the significance of the services to those customers;
- b. The awardee's persistence in overcoming obstacles to providing excellent services;
- c. The utilization of principles and practices of providing excellent customer service;
- d. The extent to which the individual or initiative exemplifies excellence in public service; and

- e. Diversity across mission areas, geography, and agencies of award recipients.

See Attachment 5.

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 located 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.**

Nomination and Review 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 2.

Diversity Award (USGS)

<http://internal.usgs.gov/diversity/>

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>

Nomination and Selection 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 10.

Doug D. Nebert NSDI Champion of the Year Award (FGDC)

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

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

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

Environmental Achievement Award (EAA) (USGS and DOI)

https://insight.usgs.gov/aei/offices/oa/oms/em/SitePages/page_compliance_area.aspx?Compliance%20Area=Environmental%20Achievement%20Awards

The Environmental Achievement Award is now a USGS and a Departmental honor award that recognizes individual employees and teams as well as USGS and Department partners who have attained exceptional environmental achievements on USGS and Department projects in accordance with the following policies:

- Executive Order (EO) 13514 – Federal Leadership in Environmental, Energy, and Economic Performance,
- EO 13423 – Strengthening Federal Environmental, Energy, and Transportation Management,
- Energy Policy Act of 2005 (Public Law 109-58),
- Energy Independence and Security Act of 2007 (Public Law 110-140),
- Departmental Manual – Compliance with Waste Management Requirements (518 DM2)

The USGS EAA recognizes extraordinary environmental achievements within the bureau. It correlates with the Departmental EAA as well as the White House's GreenGov Presidential Awards.

Eligibility

Department of the Interior employees and teams as well as partners (contractors or outside partners) are eligible for this award.

Nomination and Selection Process

A call for nominations is made annually through the HRO on behalf of the USGS Environmental Management Branch and the Department's Office of Environmental Policy and Compliance (OEPC). 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

EAA Review Selection Team reviews and recommends each year's nominations for Director's concurrence and AS/WS approval. **The Team may submit the USGS winners to the OEPC for the Department's EAA if they feel it is warranted.**

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 "Recommending Individual and submits the DI-451 to the Bureau Honor Awards Coordinator who will process the form for the Director's and AS/WS signature.

Evidence of the Award and Presentation

The USGS EAA is presented either at local duty station ceremonies or at the annual Honor Awards Ceremony in Reston, Virginia. The winners receive a plaque and letter signed by the Associate Director for Administration. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

The Department's EAA includes an award presented by a high-level Department official and descriptions on the Greening the Department website. Recipients and honorable mentions become a part of a network of environmental professionals who help spread best management practices across the Department. An awards ceremony and reception are held in Washington, D.C. Travel costs and logistical support associated with presentation of this award are the responsibility of the nominating office.

See Attachment 11.

Excellence in Leadership Award and Early Career Excellence in Leadership Award (USGS)

https://www2.usgs.gov/humancapital/ecd/ecd_award_2015.html

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

Eligibility

Nominee(s) must be a USGS employee or group of employees. Nominee(s) as a group or as an individual must not previously have received this award. However, if an individual has received the award individually, 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.

Nomination and Selection 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.

See Attachment 12.

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.

Nomination and Review 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 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

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 16.

[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.**

Nomination and Selection 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.

GreenGov Presidential Award (DOI)

The GreenGov Presidential Awards celebrate extraordinary leadership and achievement in the pursuit of President Obama’s *Executive Order 13693 – Planning for Federal Sustainability in the Next Decade*. Because the broad range of the USGS EAA captures the defined scope of the GreenGov awards, the USGS EAA serves as the screening process for these awards. If selected to be elevated for GreenGov consideration, the USGS EAA Review Selection Team will notify nominators that their USGS EAA winner will be entered for a GreenGov Presidential Award. Please note that while the GreenGov and USGS EAA share similar award categories, the GreenGov award is a Presidential Award and is at an elevated stature with much higher, wider competition. More information can be found at:

<https://www.fedcenter.gov/opportunities/awards/greengovpresidentialawards/>

Henry Gannett Award (USGS) (topographic mapping)

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

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

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

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.

Nomination and Selection 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 certificate 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 (jcjones@usgs.gov) at the HIF for Benchmark plaque information.

See Attachment 8.

Length of Service (LOS) Recognition

The USGS uses the service computation date annual leave as the basis for LOS certificates. Following is the USGS guidance on processing LOS recognition.

Please see Attachment 3 for the LOS Letter Template.

Please see Attachment 4 for the LOS Process Chart.

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.

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.**

Nomination and Review 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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 2.

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.

Nomination and Selection 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. The USGS Safety and Health Council will review and select nominations for Director’s approval. The USGS **may** submit the winner(s) for the Department’s award.

Evidence of the Award and Presentation

Individual Award recipients receive an award letter 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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 7.

Partners in Conservation Award (PIC) (DOI) (Currently Inactive)

This Departmental honorary award recognizes public/private partnerships that promote conservation, protect natural and cultural resources, use innovative approaches for resource management, and that engage youth and diverse communities in accomplishing the Department's mission.

Eligibility

All Department of the Interior employees, groups, or teams of employees at any grade level, contractors, individuals, citizen groups, youth, private sector entities, nongovernmental organizations, and federal, state, local and tribal governments are eligible to receive this award.

Nomination and Selection Procedures

A call for nominations is sent each year to all DOI employees by the Department's Office of Youth, Partnerships and Service (YPS). A total of five USGS nominations will be accepted by the YPS. Award criteria and instructions for preparing and submitting nominations will be provided in the annual solicitation memorandum.

Nominations must be submitted through supervisory channels including endorsement by the appropriate ELT member. Nominations will be sent directly from the nominating office in Adobe Acrobat PDF format to the USGS PIC Representative (listed in the call memo). The PIC Representative will submit nominations to the Bureau Honor Awards Coordinator for vetting. The PIC Representative will convene a panel of USGS experts who will review and select the five finalists to be routed for concurrence through the Director, AS/WS and to the YPS for final selection. The approved nominations will be entered into the PIC website by the USGS PIC Representative. The YPS will organize a panel to review the nominations and will recommend award finalists for consideration by the Secretary.

Evidence of the Award and Presentation

Recipients are presented a signed citation and certificate by the Secretary at a Department awards ceremony 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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 form to the Bureau Honor Awards Coordinator who will process the form for Director's and AS/WS signature.

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. Federal employees who separated from government service after nominations open are eligible during the current nomination cycle.

Nomination and Selection Process

The annual call for nominations for these awards comes from the Office of Human Resources. **See award criteria and instructions in Attachment 6.** 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 at <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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.

Shoemaker Communication Awards (USGS)

<https://communities.usgs.gov/blogs/ocap/internal-communications/shoemaker-awards/>

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.

Nomination Process

Nominations are solicited annually by the HRO on behalf of the Office of Communications and Publishing. An email goes out to all USGS employees. Award criteria and instructions for

preparing and submitting nominations will be provided via the Shoemaker web address at <http://communities.usgs.gov/blogs/ocap/internal-communications/shoemaker-awards/>. Nominations must have supervisory concurrence and endorsement by the appropriate ELT. This concurrence and endorsement should be indicated in the justification. 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.”

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

Selection Process. The ELT selects the winner for this category.

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.

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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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, Carole DeHerrera, who will vet the nominee.

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

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.

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.

Maps, posters, etc., are not necessary for this particular process. The signature format for completing the Award Certification, DI-451 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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, Carole DeHerrera, for vetting purposes.

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.

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 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 in-house communications experts with significant experience in internal communication.

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.

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.

Maps, posters, etc., are not necessary for this particular process. The signature format for completing the Award Certification, DI-451 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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, Carole DeHerrera, for vetting purposes.

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.**

Nomination and Review 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 letter 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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 2.

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 for the award recipient. It is permissible for that office to also pay the travel costs for one family member to attend with the recipient, if the budget allows. It is also permissible for an office to pay the travel costs to attend an awards ceremony for a retired recipient plus one family member, if the budget allows. In the case of a retiree, the office corporate card will be used to pay these expenses.

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 what is considered to be 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.

Nomination and Selection 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 an individual citation signed by the Bureau Director. The Unit Award is presented at an appropriate occasion such as an annual awards ceremony. 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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.

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.

Nomination and Review 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 at this website <https://webforms.usgs.gov/Lists/Menu/DI.aspx> 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)

<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.

Attachment 1 - Providing Food 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.

Attachment 2 - Guidelines for Writing Distinguished, Meritorious and Superior Service Awards (Updated: 1.7.16)

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, Carole DeHerrera. 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, Carole DeHerrera. 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. Website for the DI-451 is: <https://webforms.usgs.gov/Pages/default.aspx>
- 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, Carole DeHerrera.
- 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. Website for the DI-451 is: <https://webforms.usgs.gov/Pages/default.aspx>
- 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, Carole DeHerrera.
- 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 Carole DeHerrera, Bureau Honor Awards Coordinator at 303-236-9561 or at cdeherrera@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.

/signed/

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.

/signed/

Principal Deputy 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.

/signed/

Suzette M. Kimball
Director

Attachment 3

30-, 40- AND 50-YEAR LETTER TEMPLATE (1.7.16)

(40 and 50 are for Director's signature)

(30 are for the ELT member's signature)

Date will be stamped when signatory signs

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.

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

Your service to the U.S. Geological Survey has been one of exceptional performance and dedication. Particular recognition is given to you for your... *(EX: technical contributions to surface-water activities in the water resources program. One or two more short sentences may be added if desired, but not required).*

(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 dedicated public service.

(1 blank line)

Sincerely,

(5 blank lines)

Suzette M. Kimball *(ELT signs for 30s)*
Director

Letter must be 1 page only; Times New Roman, Font size 12, single line spacing, normal margins, 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 - Carole DeHerrera). [Please ensure letters are properly formatted and grammatically correct before sending.](#)

Attachment 4-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 5- Customer Service Award Nomination Form

The U.S. Department of the Interior seeks to recognize individuals, teams, and organizations that have helped create a “customer-driven” organization through the Federal Customer Service Award Program. This opportunity to recognize employees, volunteers, teams, offices, partners and/or activities for contributing to customer excellence can include a single “heroic” act or initiative that exceeded in meeting customer expectations and needs. Two DOI award recipients will be nominated for the President’s Customer Service Award.

Please read the guidance on pages 6-10 before completing this nomination form and sending it to the Bureau Honor Awards Coordinator (Carole DeHerrera) via email at cdeherrera@usgs.gov.

Point of Contact (POC) for nomination:

POC Email Address:

POC Phone Number:

POC Bureau/Office:

Please indicate the type of award you are submitting:

Individual Customer Service Award

Initiative Customer Service Award

Initiative Name or First Name of Nominee:

Middle Name of Nominee:

Last Name of Nominee:

Name of Unit or Office of Nominee:

Office Location of Nominee:

Please describe the efforts or initiative of this person or team which merited this nomination. Include a narrative of how the nominee(s) utilized principles and practices of providing excellent customer service.

Please describe the significance of the services or improvement to services which benefited customers on behalf of the nominee. Please include an estimate of the number of customers impacted. Detail awardees’ persistence in overcoming obstacles to providing excellent customer service.

Provide a narrative detailing the extent to which the individual or named individuals (initiative) exemplifies excellence in public service in his/her/their daily work (beyond the efforts or actions that precipitated this nomination).

In what time period did the activity take place?

Nominations will be accepted for activities taking place between April 20xx-April 20xx.

(For example April 2015-April 2016.)

In a brief 2-3 sentence summary, please describe why this individual or initiative is to be recognized. This text may be used in a program for the award presentation.

Have you addressed the following information in your justification?

- () Number of customer impacted and/or the significance of the services to those customers;
- () The awardee's persistence in overcoming obstacles to providing excellent services;
- () The utilization of principles and practices of providing excellent customer service;
- () The extent to which the individual or initiative exemplifies excellence in public service; and
- () Diversity across mission areas, geography, and agencies of award recipients.

See following sample of 2015 winner.

**Justification for DOI Individual Customer Service Award
Daniel Snyder**

Daniel Snyder, U.S. Geological Survey (USGS), emeritus hydrologist, is a water-resources scientist who generated a highly respected body of work during his career. In addition to his contributions to science, Mr. Snyder has always been very proud of his Federal career and places a high value on public service. To his core, Mr. Snyder believes the role of the USGS is to generate the best possible science in the country, and to ensure it is accessible to anyone who inquires. In his interactions with the public, Mr. Snyder exemplified the spirit of public service. He went out of his way to help customers looking for USGS topographic maps (we are not a distributor) by providing them local sources. He willingly fielded calls from the public, partners, and other nongovernmental agencies on a host of subjects within his field of expertise. If he could not personally assist them, he worked to find a qualified person to assist them. Over his career, the number of people Mr. Snyder interacted with in this manner certainly was in the hundreds.

In the last decade of his career, Mr. Snyder became the de facto liaison between the USGS Oregon Water Science Center and the lead water manager and planner for the Klamath Tribes. Mr. Snyder became a trusted resource to the Tribes on scientific matters related to water management in the Upper Klamath River Basin of Oregon and California. These words of appreciation from Larry Dunsmoor, Klamath Tribes, speak for themselves.

As the Water Management Liaison for the Klamath Tribes, I have worked in the crucible of western water issues for decades, always seeking that elusive balance among instream water needs for managing listed and Tribal trust species, agricultural uses, needs of national wildlife refuges, and hydropower. Ten years ago, communities in the Klamath Basin began working in earnest to resolve the complex and divisive water issues that have generated so much conflict. A series of three major settlement agreements resulted that address most of the Klamath River Basin. My USGS colleague Dan Snyder has been one of my go-to resources for many years. Dan has never been more than a phone call away. Despite always carrying a larger work load than one person should have, he would always take my calls, and then do extra work to help if he saw a pathway to do so (and he always did). I was

always a little reluctant to call Dan, because I knew he would do almost anything to help me, regardless of the personal cost to himself. Nevertheless, I would call, because his competence, professionalism, and genuine commitment made him a resource I could not do without. I should also say that others in the USGS have been very helpful as well, both in the Oregon Water Science Center and at the Regional level, reflecting a culture of customer service out here in the west.

Beyond acting as a very important interface between my small organization and the much larger USGS world, Dan led some very important research that we ended up using as the primary basis for our most challenging settlement agreement, which resolved water rights issues between the Klamath Tribes and irrigators above Upper Klamath Lake. The Klamath Tribes were the customer for this project, and I can say without reservation that without Dan's work, we may never have been able to develop the Upper Klamath Basin Comprehensive Agreement. I heartily commend Dan Snyder for the DOI Customer Service Award, and would say to the review committee, good luck finding anyone more deserving of such recognition.

Mr. Snyder has returned to USGS as a volunteer since his retirement. He continues to work on scientific ventures, archiving his records for posterity, and interfacing with the public and partners as needed. I highly recommend Mr. Snyder for a DOI Individual Customer Service Award.

In summary:

Dan Snyder's dedication to customer service is exemplified in his role as the primary USGS technical contact for the Water Management Liaison for the Klamath Tribes. Over more than 10 years of interaction, Mr. Snyder fostered a customer-service-oriented relationship with the tribal Liaison by willingly and genuinely taking an interest in applying USGS science and knowledge in helping the Tribes navigate difficult water management issues. Mr. Snyder's customer service impact is difficult to measure. The significance of his interaction with the Klamath Tribes resulted in decisions that influenced and impacted thousands living in southern Oregon.

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 starting in early fall.

The USGS nomination cycle will close on the deadline specified in the January Call for Nominations email. Nominations will be submitted to Carole DeHerrera (cdeherrera@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.

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

The Samuel J. Heyman Service to America Medal is awarded in eight categories:

- *Federal Employee of the Year (see below)
- Career Achievement
- Call to Service
- Citizen Services
- Homeland Security 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. This medal is accompanied by a \$10,000 monetary award.

Selection Criteria: Nominations are not accepted directly for the Federal Employee of the Year medal. The nominees of all other medal categories are considered eligible, and the winner is chosen by the Selection Committee from among the finalists announced each summer.

Career Achievement Medal

This medal recognizes a federal employee for significant accomplishments throughout a lifetime of achievement in public service. This medal is accompanied by a \$10,000 monetary award.

Selection Criteria: Throughout his or her career, the nominee must have shown a continued commitment to public service and demonstrated several significant accomplishments within his or her particular government field that were innovative and high impact, and met a critical need for the nation.

Special Eligibility Criteria:

- Nominee must have at least 20 years of career federal civil service

Call to Service Medal

This medal recognizes a federal employee whose professional achievements reflect the important contributions that a new generation brings to public service. This medal is accompanied by a \$5,000 monetary award.

Selection Criteria: Within the past three years, the nominee must have shown a commitment to public service and made significant contributions within his or her particular government field that were innovative and high impact, and met a critical need for the nation.

Special Eligibility Criteria:

- Nominee must be 35 years old or younger
- Preference will be given to nominees with 5 or fewer years of career federal civil service

Citizen Services Medal

This medal recognizes a federal employee for a significant contribution to the nation in activities related to citizen services (including economic development, education, health care, housing, labor and transportation). This medal is accompanied by a \$3,000 monetary award.

Homeland Security and Law Enforcement Medal

This medal recognizes a federal employee for a significant contribution to the nation in activities related to homeland security and law enforcement (including border and transportation security, civil rights, counterterrorism, emergency response, fraud prevention and intelligence). This medal is accompanied by a \$3,000 monetary award.

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. This medal is accompanied by a \$3,000 monetary award. Related activities may include, but are not limited to acquisition and resource management, contract management, cross-agency collaboration, facilities and infrastructure management, financial management, government accountability, hiring and human capital management, public-private partnerships.

National Security and International Affairs Medal

This medal recognizes a federal employee for a significant contribution to the nation in activities related to national security and international affairs (including defense, military affairs, diplomacy, foreign assistance and trade). This medal is accompanied by a \$3,000 monetary award.

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). This medal is accompanied by a \$3,000 monetary award.

Samuel J. Heyman Award Nomination Form

Nominations will be submitted to Carole DeHerrera 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)**

- Career Achievement
- Call to Service
- Citizen Services
- Homeland Security and Law Enforcement
- Management Excellence
- National Security and International Affairs
- 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, 2016.)

- Total years of civilian federal service:
(Nominees for the Career Achievement category must have 20 or more years of service as of January 1, 2016.)

(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:

- Indicate when the accomplishment occurred.
- Explain who the accomplishment benefits and how it benefits them.
- Explain what the nominee did that was innovative (e.g., unique approach to solving a problem or a new model for others to follow).
- Describe why the accomplishment is important to the nation.
- 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!
<http://servicetoamericamedals.org/nominate/assets/How-to-write-a-winning-Sammies-nomination.pdf>

Attachment 7 – Safety Award guidance and criteria

Safety and Occupational Health Award of Excellence Guidance and Nomination Criteria

Nominations will be submitted to Carole DeHerrera 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. All nominations must be prepared on the DI-451, accessible via **Internet Explorer** at <https://webforms.usgs.gov/Lists/Menu/DI.aspx>.

The nomination criteria and instructions for completing the DI-451 are attached to this memorandum. Also attached are sample of a well-written group and individual awards. 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 Carole DeHerrera, (cdeherrera@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 Bureau or Area Safety Manager listed below:

Headquarters	Wayne Martin, (wmartin@usgs.gov), 703-648-5289
Northeast Region	Mike Seddon, (mseddon@usgs.gov), 703-648-6689
Midwest Region	Scott Lowe, (bslowe@usgs.gov), 614-430-7751
Southeast Region	Beth Demith, (bdemith@usgs.gov), 703-648-4636
Southwest Region	Roger Smith, (rasmith@usgs.gov), 303-236-5733 or Joe Broadus, (jbroadus@usgs.gov), 936-271-5319
Alaska Region	Matt Sexson, (msexson@usgs.gov), 907-786-7177
Northwest Region	Bill Simonds, (bsimonds@usgs.gov), 503-251-3262
Pacific Region	Eric Williams, (ewilliams@usgs.gov), 916-278-9429

If you have any questions on the nomination process, please call Carole DeHerrera at (303) 236-9561.

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) 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 (Carole DeHerrera) for further processing. The Approving Official box is reserved for the Acting Director’s signature.

Attachment 7 - Sample Group Safety Award

NOMINATION FOR THE 2016 USGS GROUP SAFETY AND HEALTH AWARD OF EXCELLENCE

BRIAN LOVING, GUY FOSTER and COLIN PAINTER The Kansas Water Science Center Field Work “Safe Return” Plan

The U.S. Geological Survey (USGS) has long had a policy requiring field personnel to report to their supervisor, a family member, or another co-worker when field work had been completed and the employee had safely returned to either their temporary duty station (hotel) or office. The Kansas Water Science Center (KSWSC) began seeking a more comprehensive “Safe-Return” plan in early 2013 with the goals of (1) establishing a more clearly defined set of responsibilities for ensuring the safe return of field personnel, and (2) to provide failsafe methods should an accident occur early in the day. Mr. Brian Loving, Mr. Guy Foster, and Mr. Colin Painter have been instrumental in developing a plan that improves the chances of providing early and swift assistance to field personnel if necessary. This new plan, referred to as the KSWSC Field Work “Safe-Return” Plan, was first implemented by the KSWSC in March 2013, with subsequent refinement resulting in the latest publication in May 2015. The “Safe-Return” plan is a multi-faceted approach using Global Positioning System (GPS) location reporting technology and an established hierarchy with clearly defined roles and responsibilities for the field worker, supervisor, and watchperson (person tasked with ensuring the safe return of field personnel).

In the “Safe-Return” Plan, supervisors and the watchperson, as well as the field personnel themselves, can take a passive role in the process until an incident requires action. GPS devices from GPS Insight are deployed in field vehicles. The GPS sends a report to the watchperson when a vehicle leaves or returns to an office, warehouse, or a pre-established hotel. The GPS also reports if the vehicle remains stationary for greater than 2.5 hours indicating that the watchperson should contact the field personnel for a check of their welfare. Additionally, if long-term work is performed a distance away from a vehicle or in a high-risk situation such as from a manned boat, then SPOT emergency reporting devices are used and persons in need of assistance can notify emergency responders in the event of a life threatening emergency, notify the watchperson in the event of a non-life threatening emergency, or notify the watchperson periodically that all is okay, even when outside the range of cell phone signal. Thanks to the location reporting components of these tools, if an emergency in the field does arise, the watchperson can organize a search and rescue mission with the critical knowledge of the field person’s last known location and time.

A tool is only as powerful as the operator’s knowledge of how to use it. In the case of these advanced tools implemented in the “Safe-Return” plan, extensive definition of roles and responsibilities for the field personnel and watchperson provides clarity and accountability for all parties involved. This plan can truly be used as a reference any time there is a question of who, what, or when in terms of ensuring safe return of persons working in the field.

Recommended by: Andrew Ziegler, Director, Kansas Water Science Center, 785-832-3539
Supported by: Max Ethridge, Regional Director, Southwest Region, 303-236-5438

Attachment 7 - Sample Individual Safety Award

NOMINATION FOR THE 2016 USGS SAFETY AND OCCUPATIONAL HEALTH AWARD OF EXCELLENCE

JULIA FIELDS

Julia Fields has been an advocate and leader for Core Science Systems (CSS) Mission Area for Safety and Health since its realignment in 2010, and prior to that for the Geographic Information Office. Her active participation and knowledge of the Bureau occupational health and safety policies and protocols has made her invaluable to the employees and senior leadership team. Ms. Fields' attention to detail has afforded the CSS and its managers with an outstanding safety record over the years.

Ms. Fields was instrumental in helping develop a CSS Safety Charter and worked with the various Programs/Offices to identify members to the team. She also led efforts to develop and implement the CSS Annual Safety and Health Action Plan and led its implementation over the last 3 years, ensuring that the actions are completed on time and that any safety concerns or violations are corrected. Through this Action Plan, Ms. Fields, with support of the CSS senior leadership team, identified four categories for improving safety which include Communication, Training, Resources, and Accountability. The tasks within each category are reviewed and discussed at quarterly Safety Committee meetings and, if needed, actions are prioritized and corrected. One example of the result of her leadership is that every employee in the CSS has been made aware of local procedures for emergency calling, better preparing all employees for the potential for responding to emergencies in the workplace.

Ms. Fields has always been an active voice for safety and health related issues and consistently keeps herself abreast of the latest issues, policies, and protocols. As a collateral duty safety officer, Julie has always put 100 percent into supporting the safety and health of U.S. Geological Survey employees and should be recognized for this dedication.

Nominated By: Mark Naftzger, Deputy Associate Director for Core Science Systems, 703-648-4653

Supported By: Michael Tischler, Director, National Geospatial Program, 703-648-4725

Kevin Gallagher, Associate Director for Core Science Systems, 703-648-5747

Attachment 8 – 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.

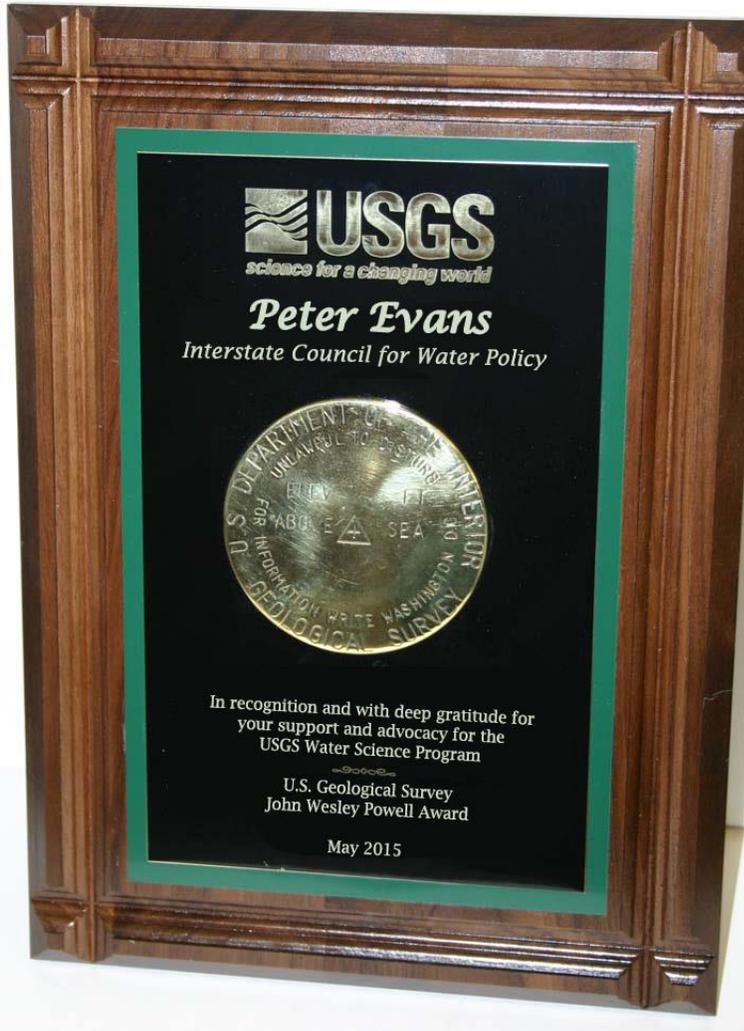
Total costs are \$125 for plaque and \$6-8 for FedEx overnight shipping.

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 9 – Sample of Citizen’s Award

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 10 – 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 11 – USGS Environmental Achievement Award Form and sample

USGS EAA
Nomination & Project Information Form

Nominations will be submitted to Carole DeHerrera by the deadline specified in the January Call for Nominations email.

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 Categories (Select one):

Building the Future – This category recognizes exceptional sustainability efforts to reduce the environmental footprint of building operations by integrating renewable energy, increasing energy security, improving energy efficiency, and/or utilizing green infrastructure concepts or natural ecosystem processes to improve potable water, stormwater, and wastewater management, and reducing waste. Nominations are limited to completed projects.

Climate Champion – This category recognizes an individual or team who are champions for change, development, implementation, and institutionalization of a sustainability practice to reduce the overall greenhouse gas footprint in support of the climate change goals.

Environmental Remediation – This category recognizes efforts to remediate and prevent contamination on Department land. Examples include green remediation initiatives, use of new and emerging technologies, partnerships with other agencies or organizations, reduction of carbon footprint through new techniques, project management or initiatives in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research related to improving efficiency in remediating Department land. **Note:** This category does not cover far-reaching ecosystem protection accomplishments.

Good Neighbor – This category recognizes exemplary application of the partnership for sustainable communities, livability principles, and/or external engagement with local or regional communities to advance and raise awareness of sustainability, engage stakeholders, and promote sustainability. Nominations for this category must include at least one letter of support from a non-federal, local, or regional community partner in order to be considered. Include the letter of support in your nomination materials as an attachment.

Green Dream Team – This category recognizes intra-agency and inter-agency teams who are sustainability champions and agents of change in working across organizational boundaries to achieve the sustainability goals as reflected in Executive Order (EO) 13693.

Greening the Fleet – This category recognizes outstanding achievement in improving transportation fleet operations, including expanding inter-modal improvements, while decreasing petroleum fuel consumption and reducing greenhouse gas pollution.

Green Innovation – This category recognizes exceptional leadership and work to develop and implement an innovation to promote the sustainability priorities as reflected in EO 13693. Award recipients will ideally represent efforts in the implementation stage; however, innovation that demonstrates near-term feasibility may also be recognized.

Keeping It Clean – This category recognizes development and implementation of an innovative approach to minimize emissions through waste diversion and reduction of toxic and hazardous chemicals and materials acquired in support of the sustainability goals.

Lean, Clean, and Green – This category recognizes a demonstration of significant efficiency improvements and cost savings through creative implementation of a sustainability practice or practices.

Purchasing Power – This category recognizes innovation and achievement in meeting acquisition goals under EO 13693, including increasing the purchase of environmentally preferable products and services and procurements to address supply chain emissions.

Resilience Role Model – This category recognizes the successful modernization of programs and policies to anticipate, prepare for, and adapt to climate change impacts on operations and mission.

Ripple Effect – This category recognizes outstanding advancement in the tracking and/or mitigation of scope 3 (indirect) greenhouse gas emissions.

Sustainability Heroes – This category recognizes exceptional leadership and effort to transform the overall energy and environmental performance, in keeping with the goals of the sustainability priorities and including ideas that might have taken multiple years to come to fruition.

Nominee Category (Select one):

Individual - an employee of the Department of the Interior

Team- Department employees or a combination of Department and non-departmental employees

Partner - A departmental partner organization, which may be a contractor, a federal/state/local agency, tribal nations or organizations, or non-profit entities, that worked with departmental employees on a departmental project.

Brief Summary of project (max. 1,000 characters) – For all award categories, provide a brief synopsis of the project.

Project Description (max. 600 words/4,000 characters) For all award categories except Sustainability Hero, 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. Explain clearly and concisely how these accomplishments or actions have contributed to improvement or protection of the environment. **For the Sustainability Hero category only, describe the work for which the individual is being recognized.**

Project Results and Achievements (max. 500 words/3,000 characters) For all award categories except Sustainability Hero, 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 relevant information which may include quantitative data, such as reductions in waste generation, for example. Please do not cite the results of any environmental compliance audits. **For the Sustainability Hero category only, describe the results the nominee has achieved.**

Replication (max. 250 words/1,600 characters) For all award categories except Sustainability Hero, explain how the project has been replicated or has a high potential to be replicated at other federal facilities and how this knowledge has been shared with colleagues in other locations, such as Centers, organizations, or agencies. **For the Sustainability Hero category only, describe how the nominee has mentored others.**

TIPS FOR WRITING A GOOD NOMINATION

Tip 1: Submit a very succinct and very informative abstract of the achievement to show the awards panel your program's key components. Your abstract should contain salient points and merits. The abstract is used during discussions by the panel. Be sure to include the who, what, when, where, why, and how of your project in a detailed paragraph explaining the environmental benefits and the project's ability to be duplicated by other departmental facilities.

Tip 2: Review the nominations of past recipients at: <http://www.doi.gov/greening/awards>.

Tip 3: Use headings and bullets to separate important components of your narrative.

Tip 4: If your project was a team effort, don't nominate only a single individual. In the past, panel members raised questions about nominations that single out an individual without a clear justification why that individual deserves sole recognition.

Tip 5: If your project falls into more than one category, write only one nomination that demonstrates the full scope of your program, and select the category that is the closest match.

Tip 6: If your project encompasses more than one bureau or office, write one joint nomination that demonstrates the full scope of the program. Select a lead bureau or office to write and submit the nomination. List all member bureaus, offices, or agencies in your nomination narrative.

Tip 7: Use quantitative data whenever possible so that you include the magnitude of the benefits derived (e.g., square feet of recycled-content carpet, pounds of waste diverted from the landfill, dollar values of green contracts, amount of greenhouse gas emission reductions, amount of energy and/or water saved, amount of renewable energy produced or purchased, etc.). Report both the absolute quantity and percentage change when compared to the previous fiscal year.

Tip 8: Closely read the evaluation criteria that will be used by the panel to score your nomination.

Tip 9: Highlight the cost effective use of innovative techniques and solutions.

Tip 10 (For Partners): Clearly show your organization's relationship to the Department project and to the Department as a whole. Explain your organization's role in the project.

Sample of 2016 EAA Award

2016 USGS EAA Nomination & Project Information Form

Date: March 4, 2016

Title of Nomination: A Team Climate Champion – The USA National Phenology Network

Nominee Name: USA National Phenology Network (USGS Lead-Jake Weltzin; University of Arizona-Tucson: LoriAnne Barnett, Theresa Crimmins, Ellen Denny, Katharine Gerst, Patricia Guertin, Lee Marsh, Sharon Oliver, Erin Posthumus, Alyssa Rosemartin, Sara Schaffer, and Jeff Switzer)

Location: Ecosystems Mission Area

Address: 1311 E 4th Street, Suite 325, Tucson, AZ 85721

Phone: 520-621-8571

Email: jweltzin@usgs.gov

Project Date: 2007 - present

Submitter Information:

- Name: Jake F. Weltzin
- Address: 1311 E 4th Street, Suite 325, Tucson, AZ 85721
- Phone: (520) 626-3821
- Email: jweltzin@usgs.gov

Award Category: Climate Champion

Nominee Category: Team

Abstract (250 character max)

With the goal of advancing science and supporting natural resource decision making at local to national scales, the USA National Phenology Network collects, organizes and distributes data and information about the response of plants, animals and ecosystems to variable and changing climates.

Project Description (5000 character max)

The USA National Phenology Network (USA-NPN; www.usanpn.org) is a national-scale, multi-taxa science and monitoring initiative focused on phenology, the study of seasonal life-cycle events such as leafing, flowering, reproduction and migration. Timely and widely-distributed phenological data and information are critical for understanding how plants, animals, and

landscapes respond to environmental variation and climate change. Specific applications include understanding and managing invasive species and agricultural pests, determining the risk and impact of changing frequency and extent of droughts and wildfires, and managing risks to human health and welfare, including allergies, asthma, and vector-borne diseases.

The USA-NPN was established in 2007 by USGS in collaboration with other governmental and non-governmental organizations (including NASA, NOAA, NSF, and DOI bureaus such as NPS and USFWS). The National Coordinating Office (NCO) of the USA-NPN is operated in collaboration with the University of Arizona (UA). The USGS provides 85 percent of the annual operating costs of the Network; other resources are provided by DOI bureaus, including NPS and USFWS, as well as via grants secured by UA from other funding sources (e.g., NASA, NOAA, NSF). For the purpose of this application, 'team' refers to the cooperative operations of the USA-NPN NCO by USGS and UA.

The goal of the USA-NPN is to collect, synthesize, deliver and apply high-quality phenological data and information to address fundamental science and societal needs, and to facilitate decision-making relative to ecosystem services and climate change adaptation for natural resource management, agricultural systems, and human well-being. Since 2007, the USA-NPN team has established standardized protocols and infrastructure for collecting, storing, and sharing phenological data and information, engaged a wide range of Federal and non-Federal partners in both collecting and using these data, and created synthetic data products with the intent of advancing science and informing decisions in natural and managed ecosystems.

A basic, fundamental need for increasing knowledge of plant and animal response to changing climate conditions is national-scale observational data. A major activity of the USA-NPN is the collection and sharing of data and data products. The USA-NPN currently houses >6.5 M records of plant and animal phenology data from across the U.S., representing nearly 1,000 taxa of plants and animals. The USA-NPN actively encourages and supports continued observation of plant and animal phenology through *Nature's Notebook* (www.nn.usanpn.org), a plant and animal phenology observing system appropriate for scientists, professionals, and citizen scientists alike. These data provide the foundation for an increased understanding of relationships between plant and animal phenology and climate conditions - necessary first steps toward understanding appropriate actions for adapting to change.

Another activity of the USA-NPN, the creation and delivery of a wide range of data products to support scientific discovery and decision making, serves to increase understanding of drivers to phenology that can inform societal adaptation to climate change. To ensure that these data and data products are accessible and provided in formats that are most appropriate for scientific discovery, the USA-NPN regularly engages with the scientific and management communities via professional meetings, newsletters, and webinars and encourages feedback from data end-users. These data are regularly accessed and used by members of the scientific community; to date, 20 peer-reviewed manuscripts using contemporary observations of plant and animal phenology curated by the USA-NPN have been published (www.usanpn.org/biblio/contemporary-data). This is clear evidence that the existence and activities of the USA-NPN are increasing scientific knowledge and information on impacts and responses of wildlife and plants to changing climates.

Functioning as a network, the USA-NPN maintains relationships with a wide range of partner groups, including natural resource management agencies, tribes, NGOs, and more. At present, the USA-NPN has active relationships with 226 partnering organizations (www.usanpn.org/partner/current).

To assist managers in collecting data necessary to make decisions, the team (1) developed and published standardized phenology monitoring protocols; (2) offers a flexible and extensible system – called *Nature's Notebook* – for collecting, managing, visualizing, and downloading data; and (3) provides services and products to support individuals, groups, and organizations establishing and maintaining monitoring programs and activities. Since the establishment of *Nature's Notebook* in 2009, over 6,500 participants have submitted observations representing nearly 8,000 locations across the country. The wide range of partners using *Nature's Notebook* to collect or access phenological data and data products demonstrates the importance of the niche the Network fills in the Federal and non-Federal science and management communities. Ultimately, however, the goal is to increase awareness as to how plants and animals are responding to changing climate conditions, and to contribute to an increased understanding of how these changes may be addressed through proactive resource management.

Project Results (3000 character max)

FY15: Outcome and achievement highlights include:

- Ten [peer-reviewed publications](#) use USA-NPN data or data products
- USA-NPN “Onset of Spring” product adopted as an [Indicator](#) in the US Global Change Research Program’s new National Climate Indicator System
- USA-NPN received FY14 USGS Shoemaker Award in Communications Excellence - Internet Product Category, for *Nature's Notebook*
- 22 USFWS [National Wildlife Refuges](#), and 24 [National Park Service](#) units, used USA-NPN protocols or data management system to meet goals related to resource status and trends, adaptive management, and public engagement
- *Nature's Notebook* featured as case study in [Federal Crowdsourcing and Citizen Science Toolkit](#), and described as “exemplary project” by John P. Holdren, Director, OSTP, during White House roll-out of toolkit
- [PBS SciGirls](#) airs episode featuring *Nature's Notebook* (“Flower Power” full episode)
- Metadata for our data and database made available as a “featured dataset” in [USGS Science Data Catalog](#) (thus consumable by data.gov)
- [Data Product Catalog](#), a 5-year framework to guide development and delivery of data and data products

- *DOI Learn* on-line course (Technology Enabled Learning) for training DOI staff on phenology monitoring, applications and data analysis
- New data exploration, visualization and analysis [tool](#) released
- [Published](#) and released national gridded data product, the [Spring Index](#), suitable for applications ranging from research, decision-making, and communication
- 157 partners including 2,523 observers track 10,857 organisms at 1,843 sites across the nation and contribute 1.8M records to the National Phenology [Database](#)

FY16 and beyond: The phenology monitoring infrastructure and resources, data, and information we provide are being used by a growing number of Federal and non-Federal partners to better understand and prepare for the impacts of climate change. Over the next several years, we will continue to focus on DOI Bureaus, in particular NPS and USFWS. For example, we will maintain our collaboration with NPS on the [California Phenology Project](#) (CPP), which is designed to document, understand, and communicate the impacts of climate change on National Park resources within the state of California. Since 2010, 1.1M phenology records collected across 7 Parks in the state have been used to demonstrate that the timing of plant activity may change dramatically and in opposite directions under warmer and drier conditions, with implications for dependent animal species and pollinators (Mazer et al., *Ecosphere*, 2015). As a second key example, we will continue to grow our collaboration with the USFWS National Wildlife Refuge System (NWRS), which has adopted phenological monitoring as a key focus of its new Inventory & Monitoring Program. Our [collaboration](#) is focused on ensuring that phenological monitoring conducted on Refuges follows standardized protocols, is scientifically credible, and informs climate-related management decisions at multiple spatial and temporal scales. Applications will vary, depending on the management issues faced by each Refuge; for example, at [Valle de Oro NWR](#) in New Mexico, monitoring is focused on understanding habitat use by American Kestrels and on informing the timing of restoration activities to minimize biological invasions. Over the next 5-10 years, we will expand our collaborations across other programs within NPS and USFWS, and will lay a framework for increased collaboration with BLM and Tribes.

Reproducibility (1500 character max)

As described above, the infrastructure and resources created and maintained by the USA National Phenology Network have already been adopted by many DOI Bureau partners and external stakeholders faced with understanding and responding to increasingly variable and changing climates. This success likely stems from our service-oriented approach, outstanding teamwork, and excellent communication: First, *Nature's Notebook* – our on-line user interface was designed to be highly flexible, allowing users to implement it in ways that best suit their needs – from science to management to communication and engagement. Second, the USA-NPN coordinating staff has a “service-first” approach - offering quick responses to questions, and providing extensive training and support to *Nature's Notebook* participants and users. We encourage potential stakeholders and partners to adopt the program only if it meets their specific application; this follows the well-documented principle that humans are more likely to maintain an activity if they find it personally meaningful. Third, the team seeks regular input and feedback from users of the *Nature's Notebook* system, as well as from researchers and managers who rely on the data and data products produced by the Network; we constantly make changes and improvements in these systems and products to best meet the needs of our stakeholders. The rapid growth in the use of our system, data, and data products by a broad variety of stakeholders is evidence that we fill a critical niche for decision makers in need of information about the impacts of climate change on plants, animals and ecological systems.

References

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Attachment 12 – Samples of Early Career/Leadership Awards

Citation for 2015 USGS Early Career Excellence in Leadership Award

James M. Nelson

**Computer Engineer
Climate and Land Use
Sioux Falls, South Dakota**

Mr. James Nelson, Ground Systems Manager, Engineering and Development Team Lead, and Landsat 9 Project Manager for the Earth Resources Observations and Science (EROS) Center, has provided crucial leadership for the development and management of the Landsat Data Continuity Mission (LDCM) and subsequent missions. Landsat missions play a critical role in monitoring, understanding and managing the resources needed for human sustainment such as food, water and forests. The imagery collected by the Landsat satellite system, distributed and studied over time, has led to the improvement of human and biodiversity health, energy and water management, urban planning, disaster recovery and agriculture monitoring, all resulting in incalculable benefits to the United States and world economy.

As Ground Systems Manager, Mr. Nelson expertly managed the development of the image processing, archive and distribution system to support the LDCM mission launch. His strong technical leadership and unique ability to bring together several different organizations into a cohesive, high performance team were critical to the successful development and launch of Landsat 8. Demonstrating exceptional interpersonal skills, he forged solid relationships with collaborators in what was a highly complex matrix of roles and responsibilities at various levels within the U.S. Geological Survey (USGS), the National Aeronautics and Space Administration (NASA), and the National Oceanic and Atmospheric Administration (NOAA). The strength of these relationships was critical to work through problems and overcome daunting obstacles including a \$40 million budget shortfall for LDCM implementation which threatened the entire mission. Demonstrating exceptional determination, patience and resourcefulness, Mr. Nelson worked with his team, interagency collaborators, and commercial companies to successfully implement a redesigned satellite ground system architecture that brought the project within the budget and allowed the mission to continue.

To meet the growing demand for engineering expertise, he recruited and nurtured a geographically dispersed, but constantly connected team of engineers, greatly enhancing the diversity and depth of specialized skills available within the EROS workforce.

Known for his leadership abilities, Mr. Nelson was selected to lead several key initiatives important to the future of EROS and the USGS in addition to his normal duties. As the USGS lead for the joint NASA/USGS Sustainable Land Imaging Architecture Study Team (AST), he provided technical direction to ensure the future of Landsat aligned with USGS interests. Throughout the effort he kept EROS and USGS management informed and engaged. Mr. Nelson's leadership in defining the future of the Landsat Program benefited not only the USGS, but also the Department, NASA, and the entire land remote sensing community.

In 2014, Mr. Nelson was appointed to co-lead the EROS Architecture Study Team (EAST), tasked with transforming the future of EROS by tying infrastructure investment planning to the EROS strategic plan in a cohesive and cost-effective way. The EAST tackled the challenge of ensuring consistent service and growth potential in light of the Office of Management and Budget Federal Data Center Consolidation Initiative and EROS missions. A daunting and complex undertaking, Mr. Nelson addressed the realities of a diversified customer-base, information technology security vulnerabilities, and constantly changing technological advancements.

As the Engineering and Development Team Lead and Landsat 9 Project Manager, Mr. Nelson and his team are currently formulating the next Landsat mission--Landsat 9, to ensure EROS continues to provide the vital scientific information decision makers need to make policy and earth resource management decisions. He expertly manages a nearly \$20 million annual budget in accordance with Capital Planning and Investment Controls processes and Earned Value Management best practices. Once again, his leadership expertise has set the groundwork for another successful partnership in Earth observing system development.

Mr. Nelson's outstanding leadership achievements are demonstrated by these activities as well as his accomplishments over his five-years as a federal employee of the USGS. Mr. Nelson demonstrates and integrates the USGS Guiding Principles to support engineering excellence. For his unparalleled leadership and contributions to the successful development of the Landsat missions of the USGS, Mr. Jim Nelson is most deserving of the Early Career Excellence in Leadership Award.

Nominated by:

EROS Observing Systems Engineering and Development Team:

Brian Sauer, Chris Engebretson, Grant Mah, Ron Morfitt, Aaron Replogle, Jason Williams, and Jennifer Lacey

Supported by:

John Hahn, Supervisor

Endorsed by:

Virginia Burkett, Associate Director for Climate and Land Use Change

Citation for 2015 Excellence in Leadership Award

Stephen T. Jackson

**Director, Southwest Climate Science Center
Climate and Land Use
Tucson, Arizona**

Mr. Steve Jackson joined the U.S. Geological Survey (USGS) in 2012 after retiring as a full professor from the University of Wyoming. He exemplifies the USGS Guiding Principles of respect, accountability, communication, valuing differences, encouragement of others, focus, and collaboration, as well as the ability to transcend cultures, by taking on the challenge of developing the Southwest Climate Science Center where he serves as Center Director. Over the past two years, Mr. Jackson has led organizational change in the development of the Center by implementing an innovative problem-solving approach to strategic planning. Through the use of scenario planning, he effectively engaged multiple cooperative partners to develop the next generation of strategic direction for the Center. The scenario planning approach he utilized encouraged the partnership to focus on a collaborative approach to make best use of the limited resources available for science. His approach to strategic planning has been adopted by other Climate Science Centers in the network which clearly reflects his ability to influence thinking.

Having spent more than 30 years in an academic setting, Mr. Jackson had limited experience working within the federal government, including the management of federal resources. Given his background, he embarked on a continual learning process to understand how to work within, and effectively manage federal projects. The Center was one of four that were audited by the Inspector General (IG) in FY2015. Mr. Jackson's commitment to learning how the federal government manages resources assured that the investigation did not find any fault with projects under his management and that his staff has a thorough understanding of climate science. His leadership in the development of partnerships was recognized as exemplary. The IG noted that they observed open communication and a willingness to work together as a team and that Mr. Jackson was a leader in the efforts to bring together the Climate Science Centers as network.

In spite of him not being classified as a Research Grade Evaluation scientist, Mr. Jackson continues to mentor post-doctoral employees and students. He is recognized internationally as an expert in paleo climate work and is currently serving as an assistant editor for Science magazine, representing his global recognition as a leader in scientific research. Mr. Jackson worked on, and published multiple scientific manuscripts over the last two years, representing his technical competence as not only a federal manager, but a world class scientist.

Mr. Jackson's ability to listen closely to group discussion, recognizing the differences and various points of view and effectively distill consensus approaches to problem solving is to be admired. With his background in academia, he can effectively recognize cultural differences between government and university science and work to find solutions that work for both cultures. For instance, Mr. Jackson worked collaboratively with partners to pull together a summit focused on, "Bridging the Gap: Collaborative Science for Adaptation Management" highlighting the work not only of the Center, but the various Federal, State, Tribal and university science. The outcomes of this summit set the stage around priority climate items for all collaborating agencies in the Southwest.

According to his staff, Mr. Jackson supports an office culture that is positive and respectful. In doing so, he engenders an atmosphere of cooperation, collaboration, and trust—all essential skills for leading teams of highly effective individuals. Moreover, he gives his staff the latitude and freedom to do their jobs without micro-management. Yet, he is always available to lend a supportive hand, provide perspective without being condescending, and to shape the decision-making context.

Nominated by:

Douglas Beard, Chief
National Climate Change and Wildlife Science Center
and

Janet Cushing, Deputy Chief
National Climate Change and Wildlife Science Center

Endorsed by:

Virginia Burkett, Associate Director for Climate and Land Use Change

Attachment 13 – 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.

/signed/

Suzette M. Kimball
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

Attachment 14 – Sample of Valor Award

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

Attachment 15 – Aviation Safety Award nomination forms and sample

Forms and instructions for submitting a nomination are provided below.

 [Award for In-flight Action Nomination Form](#)

 [Award for Safe Flying Nomination Form](#)

 [Award for Significant Contribution to Aviation Safety Nomination Form](#)

 [Secretary's Award for Outstanding Contribution to Aviation Safety Nomination Form](#)

 [Airward Nomination Form](#)

Excerpt from an Aviation Award Nomination

Aviation Safety Award Mark D. Koneff as Chief of the largest and most visible group of U.S. Fish and Wildlife Service (FWS) pilots and aircraft, Mark captured the attention and admiration of both FWS leadership and Department aviation managers. One of Mark's first acts was to purchase personal locator beacons (PLB) for all Branch biologist-pilots and their crew members. These PLBs replaced old, outdated equipment that allowed each person flying high-risk surveys in remote, austere locations to have the best chance of survival in an emergency situation by carrying the device on their person. Mark also distributed emergency-use satellite phones to several biologist-pilots who did not have them. Mark's commitment to aviation safety and continual improvement provides the FWS with a solid foundation in accomplishing their mission safely and effect.

Attachment 16 – 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/

Suzette M. Kimball
Director