



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

June 26, 2023

Memorandum

To: Assistant Secretaries
Bureau Directors
Bureau Deputy Directors
Human Capital Officers
Human Resources Directors

From: Mark D. Green
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: Departmental Awards & Recognition Program Update

The Department's 2023 Honor Awards Convocation Ceremony is being realigned to coincide with the Partnership for Public Service's Public Service Recognition Week in May 2024. A formal call for nominations will be issued in the Fall from the Chief Human Capital Officer. Bureaus/Offices are encouraged to continue rewarding and honoring employees throughout 2023 including with honor awards; however, there will not be a 2023 Convocation Ceremony. The Office of Human Capital (OHC) is currently exploring ways to recognize 2023 honor award recipients either before or during the next Convocation Ceremony.

Departmental Honor Awards recognized at the Convocation Ceremony include the:

- Distinguished Service Award;
- Citizen's Award for Bravery;
- Valor Award;
- Secretary's Diversity Award*; and
- Environmental Achievement Award*

Other Departmental awards which are not honor awards but are recognized at the Convocation Ceremony include:

- Department Award for Outstanding Contribution to Aviation Safety*; and
- Safety and Health Award for Excellence*

*These awards are not managed by the Office of Human Capital. Bureau/Office Award Coordinators should confirm with the responsible office to learn more about the nomination process and associated timelines before submitting nomination packages to OHC.

Honor awards which are not recognized at the Department-level or at the Department Convocation Ceremony include:

- Unit Award for Excellence of Service;
- Superior Service Awards;
- Citizen's Award for Exceptional Service; and
- Department Unsung Hero Award

Several awards, including two honor awards, outlined in Departmental policies have been placed on hold. Any nominations for these awards will be returned without being processed until further notice:

- Partners in Conservation (referenced in 370 Department Manual (DM) 451.3);
- Outstanding Service Awards for Political Appointees (referenced in 370 DM 451.3);
- Historic Preservation Award (referenced in Personnel Bulletin (PB) 08-12); and
- Gears in Government Federal Customer Service Awards (referenced in PB 15-04).

Leading up to the next Departmental Convocation Ceremony, OHC will be sharing additional resources with your Bureau/Office Award Coordinators to streamline processing.

For more information on the Department's Awards and Recognition Program, please visit OHC's Awards & Recognition [webpage](#) and/or your Bureau/Office Award Coordinators for questions regarding awards and recognition.