



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

April 14, 2022

Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Equivalent Offices

From: Jennifer A. Ackerman
Acting Deputy Assistant Secretary - Human Capital and Diversity
Chief Human Capital Officer

Subject: 2022 Department of the Interior Honor Awards Convocation Announcement and Nomination Deadline

The Department of the Interior (Department or DOI) Convocation Honor Award is the most prestigious recognition that can be granted by the Department for career accomplishments, exceptional support of the Department's mission, or for heroism. The Convocation Honor Awards provide non-monetary recognition to Department employees and partners and are presented by the Secretary of the Interior at the Departmental Honor Awards Convocation. Once the ceremony date has been finalized, further details will be provided. This year's Convocation will also include the presentation of the prestigious Environmental Achievement Awards.

The following awards will be presented at the 2022 Convocation:

Distinguished Service Award: These awards, which are signed by the Secretary, are DOI's highest honorary recognition that is presented to employees for outstanding contributions made during an eminent career with DOI or exceptional contributions to public service.

Valor Award: These awards, which are signed by the Secretary, are presented to employees who have demonstrated unusual courage involving a high degree of personal risk in the face of danger while attempting to save the life of another (may or may not be related to official duties).

Citizen's Award for Bravery: These awards, which are signed by the Secretary, are given to private citizens for heroic acts or unusual bravery in the face of danger. Recipients have risked their lives to save the lives of DOI employees or the lives of other individuals while on property owned or entrusted to DOI.

Safety and Health Award of Excellence and the Aviation Safety Awards: These awards, which are signed by the Assistant Secretary – Policy, Management and Budget, recognize individuals or groups that have performed an outstanding service for, or made a

contribution of unusual value to, the occupational safety and health of employees, visitors, and volunteers; aviation safety; or aircraft accident prevention.

Secretary's Diversity Award: These awards, which are signed by the Secretary, recognize and honor employees or groups of employees of the Department who have provided exemplary service and/or have made significant contributions to the Department in its efforts to increase diversity at all levels.

Environmental Achievement Awards: These awards, which are signed by the Assistant Secretary – Policy, Management and Budget, recognize Department employees and teams as well as DOI cooperators (contractors or outside partners) who have attained exceptional environmental achievements. Award winners in the following categories will be recognized during Convocation:

- Climate Champion
- Greening the Fleet
- Environmental Justice
- Cultural Resources Protection

In preparation for the 2022 Convocation, nominations for Distinguished Service Awards, Valor Awards, Citizen's Awards for Bravery, Safety and Health Awards for Excellence, and the Secretary's Diversity Awards, must be finalized and submitted to the Department's Office of Human Capital (OHC) **via DTS by May 27, 2022**. After OHC has reviewed the awards for quality control, and all required surnames, completed packages will be forwarded to the Office of the Executive Secretariat and Regulatory Affairs for Secretarial signature or to the Department's Office of Occupational Safety and Health (OSH) for the Safety and Health Awards.

Bureaus and Equivalent Offices with no Convocation-level awards must prepare a memo signed by their Bureau/Office Director to my attention, as the Acting Chief Human Capital Officer, advising that no nominations are expected. Please submit the signed memos no later than **May 31, 2022**, to Ayanna Sears, Acting Director, Office of Human Capital.

Please contact your Bureau/Office Awards Coordinator if you have any questions or need assistance in processing these awards. In addition, awards-related inquiries may be submitted to Ayanna Sears, Acting Director, Office of Human Capital, at ayanna_sears@ios.doi.gov.

cc: DOI Human Capital Officers
DOI Human Resources Officers
DOI Chiefs of Staff