



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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To: Assistant Secretaries  
Heads of Bureaus and Offices  
Solicitor  
Inspector General

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

Subject: 2024 Honor Awards Convocation Announcement and Nomination Deadline

The Department of the Interior (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. These 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 ceremony. The ceremony will be held on Thursday, **May 9, 2024**, to coincide during the Partnership for Public Service's Public Service Recognition Week. As we move closer to this date, additional information about the ceremony will be provided.

The following awards will be presented at the 2024 Convocation:

**Distinguished Service Award:** 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:** 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:** 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.

**Secretary's Diversity Award:** Presented to employees or groups of employees to recognize and who have provided exemplary service and/or have made significant contributions to the Department in its efforts to increase diversity at all levels.

**Safety and Health Award of Excellence:** These awards 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.

**Department Award for Outstanding Contributions to Aviation Safety:** Presented to employees in recognition of an individual, group, or organization for outstanding contribution to aviation safety or aircraft accident prevention within DOI.

**Environmental Achievement Awards:** These awards recognize Department employees, teams, and DOI partners (contractors or external organizations) who have attained exceptional environmental achievements. Award recipients in the following categories are recognized at Convocation: *Climate Champion, Greening the Fleet, Environmental Justice, and Cultural Resources Protection*. Please visit the [DOI's Environmental Achievement Awards website](#) for more details specific to these awards.

Nominations for the 2024 ceremony will recognize individuals who have made valuable contributions, acts of heroism or bravery, or achievements in 2023, between January 1<sup>st</sup> and December 31<sup>st</sup>. If any honor award recipient(s) were overlooked between the last Department Honor Awards Convocation held in September 2022 and the beginning of this nomination period, please notify your Bureau/Office Awards Coordinator so we may confirm how best to recognize them or include them in the 2024 ceremony.

In preparation for the 2024 Department Honor Awards Convocation ceremony, nominations for the awards identified above, must be finalized and submitted to the Department's Office of Human Capital (OHC) by **December 21, 2023**. After OHC reviews the awards for quality control and completeness, awards packages will be forwarded to the Office of the Executive Secretariat for Secretarial signature or to the appropriate office for safety and health awards and aviation safety awards before being routed for signature as appropriate.

Any Bureaus or Offices with no Convocation-level honor awards nominations must prepare a memo signed by their Bureau/Office Head addressed to the Deputy Assistant Secretary for Human Capital and Diversity advising that no nominations are expected. Please submit the signed memos no later than **January 10, 2024**, to Jenny R. Baier, Anti-Harassment Program Coordinator, Office of Human Capital, at [jenny\\_baier@ios.doi.gov](mailto:jenny_baier@ios.doi.gov).

Please contact your Bureau/Office Awards Coordinator if you have any questions or need assistance with the nomination process.

cc: Human Capital Officers  
Human Resources Officers  
Chiefs of Staff