



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

April 12, 2021

Memorandum

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

From: Raymond A. Limon
Deputy Assistant Secretary – Human Capital and Diversity
Chief Human Capital Officer

Subject: 2020/2021 Department of the Interior 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. The Convocation Honor Awards provide non-monetary recognition to Department employees and partners and are presented by the Secretary of the Interior at a Departmental Honor Awards Convocation. Once the ceremony date has been finalized, further details will be provided. This year's Convocation will be held virtually or in a hybrid format depending upon the safety protocols in place at the time and, after a long absence, the Secretary's Diversity Award will be presented during Convocation.

The following awards will be presented at the 2020/2021 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.

Safety and Health Award of Excellence and the Aviation Safety Awards: 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; aviation safety; or aircraft accident prevention.

Secretary's Diversity Award: Recognizes and honors 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.

In preparation for the 2020/2021 Convocation, nominations for Distinguished Service Awards, Valor Awards, Citizen's Awards for Bravery, Safety and Health Award, and Secretary's Diversity Award must be finalized and submitted to the Department's Office of Human Capital (OHC) by **June 11, 2021**. 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 for Secretarial signature or for the Safety and Health Awards, the Department of Occupational Safety and Health (OSH).

Bureaus and Equivalent Offices with no Convocation-level awards must prepare a memo signed by their Bureau/Office Director to my attention, as the Deputy Assistant Secretary for Human Capital and Diversity, advising that no nominations are expected. Please submit the signed memos no later than **June 14, 2021**, to Tina Walton, Honor Awards Convocation Director, in OHC.

Please contact your Bureau/Office Awards Coordinator if you have any questions or need assistance in processing these awards. In addition, the Honor Awards Convocation Director, Ms. Walton, may be reached at tina_walton@ios.doi.gov.

cc: DOI Human Capital Officers
DOI Human Resources Officers