



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

April 4, 1995

HUMAN RESOURCES MANAGEMENT LETTER NO. 95-4 (451)

SUBJECT: Nominations for Departmental Honor Awards

This Letter supersedes Personnel Management Letter No. 94-15 (451), dated June 24, 1994. On July 1, 1994, approval of Meritorious Service Awards, Distinguished Service Awards, Valor Awards, Conservation Service Awards, and Public Service Awards was delegated to the appropriate Assistant Secretary, Solicitor, and the Inspector General.

Effective this date, the processing of Departmental Honor awards is changed as follows:

DEPARTMENTAL HONOR FORM DI-402:

The submitting bureau must determine whether there is any known derogatory information on the nominee. Bureaus must:

1. Undertake a review of the employee's Official Personnel Folder; and,
2. Contact the Office of the Inspector General and the Office for Equal Opportunity to determine whether there are any known outstanding complaints or investigations. Also contact any other office that could be aware of derogatory information on the employee.

All awards submitted for approval must contain the following statement on the bottom of the Form DI-402:

"There was no derogatory information found on (employee's name)."

MERITORIOUS SERVICE AWARDS:

Effective immediately, bureau headquarters personnel offices are responsible for the processing of Meritorious Service Awards (MSAs). This includes:

- ordering certificate and medal;
- preparing the citation in final format and requesting surname of appropriate Assistant Secretary on the yellow surname copy of citation as well as signature on the DI-402.

- sending the citation in final format with the yellow surnamed copy, and the DI-402 to the Office of Executive Secretariat to obtain signature of the Secretary on the certificate and citation (the Office of Executive Secretariat will not process requests without the signature of the appropriate Assistant Secretary);
- affixing the Department's seal on the certificate after signature of the Secretary;
- providing copies of the completed MSA (the DI-402, justification, and signed citation) to this office after signature of the Secretary.

OTHER HONOR AWARDS: DISTINGUISHED SERVICE AWARDS, VALOR AWARDS, CONSERVATION SERVICE AWARDS, AND PUBLIC SERVICE AWARDS.

Effective immediately, bureau headquarters personnel offices are responsible for the processing of these awards as follows:

- preparing the citation in final format and requesting surname of appropriate Assistant Secretary on the yellow surname copy of citation as well as signature on the DI-402;
- sending the citation in final format with the yellow surnamed copy, and the DI-402 to the Office of Executive Secretariat to obtain signature of the Secretary on the citation;
- sending to this office the citation signed by the Secretary, the DI-402, and justification, to hold until the date of the convocation has been established;
- ordering certificate and medal after notification from this office of date of convocation; once received, these items should be sent to this office for presentation at the convocation.

The Office of Personnel will request through the Office of Executive Secretariat the signature of the Secretary on the certificate; affix the Department's seal on the certificate; and after the convocation provide a copy of the citation, DI-402 and justification to the appropriate bureau.


 Woodrow W. Hopper, Jr.
 Director of Personnel

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