



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

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PERSONNEL MANAGEMENT LETTER NO. 94-15 (451)

SUBJECT: Nominations for Distinguished Service Awards and  
Meritorious Service Awards - Personal History Record

Effective this date the following information is no longer required on nomination forms for the Distinguished Service Awards and Meritorious Service Awards:

- Personal History Record. Do not complete this section of the award nomination form.
- A statement that "There is no derogatory information contained in the nominee's Official Personnel Folder." This does not mean, however, that you should not conduct a review for derogatory information. We suggest you document that review in your case files.

The nomination form DI-402 is being revised to reflect these changes and will be issued in the near future. These revised policy changes will also be incorporated in the Departmental Manual when the awards chapter is rewritten and updated.

  
Woodrow W. Hopper, Jr.  
Director of Personnel

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