



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

July 1, 1994

PERSONNEL MANAGEMENT LETTER NO. 94-17 (451)

SUBJECT: Revised Nomination Form for Departmental Hon.

The Departmental Honor Award Nomination form DI-402 which transmits nominations for Superior Service, Meritorious Service, and Distinguished Service awards was revised last month. Attached for your information and use is a copy of the revised form.


Effective immediately, please duplicate and use the attached DI-402 (June 1994) form for honor award nominations until which time the form is available in stock.

The DI-402 form is being duplicated and will be available in approximately two weeks from the Bureau of Land Management's Printed Materials Distribution Section (PMDS) in Denver, Colorado, at the following address:

Department of the Interior
Bureau of Land Management
Printed Materials Distribution Section (SC-657B)
Bldg. 41, Denver Federal Center
P. O. Box 25047
Denver, Colorado 80225-0047

FAX No. (303) 236-0845

Please follow your normal ordering procedures and policies for ordering DI forms when requesting copies of the new DI-402 nomination form.


Woodrow W. Hopper, Jr.
Director of Personnel

Attachment

INQUIRIES: Division of Employee Relations, Mail Stop 5203 MIB,
Telephone (202) 208-5284



U.S. DEPARTMENT OF THE INTERIOR

DEPARTMENTAL HONOR AWARD NOMINATION

Name of Nominee	TYPE OF AWARD <input type="checkbox"/> Superior Service <input type="checkbox"/> Meritorious Service <input type="checkbox"/> Distinguished Service
Title of Position and Grade	
Bureau and Organizational Unit	Service Computation Date
Location (City and State)	Date of Retirement
Special Instructions. (Attach justification, not to exceed 2 pages) 	
Originator	Date
Chair, Bureau Committee	Date
Headquarters, Regional or Area Official	Date
Bureau Head	Date
APPROVED: 	
Assistant Secretary	Date