



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

July 25, 1994

PERSONNEL MANAGEMENT LETTER NO. 94-18 (451)

SUBJECT: Guidelines for Processing Departmental Honor Awards

On July 1, 1994, the authority to approve all Departmental Honor Awards was delegated to program Assistant Secretaries, the Solicitor and the Inspector General. The following guidelines are provided to streamline processing:

A. Bureau Heads:

1. Continue to support Bureau Incentive Awards Coordinators and/or Committees in review and recommendation of awards.

2. Recommend approval and forward awards to program Assistant Secretary, Solicitor or Inspector General, as appropriate, for approval.

3. Continue to make presentation of Meritorious Service Awards and Unit Awards for Excellence of Service unless determined otherwise by approving authority.

B. Program Assistant Secretaries, Solicitor and Inspector General:

1. Provide oversight of equity and cultural diversity of award nominations.

2. Provide for review and approval of final citations.

3. Grant final approval of all Departmental Honor Awards.

4. Forward approved awards and final citations to the Office of Personnel (PPM) for processing.

5. Present awards or arrange for presentation.

INQUIRIES: Division of Employee Relations,
Telephone (202) 208-5284

C. Office of Personnel (PPM):

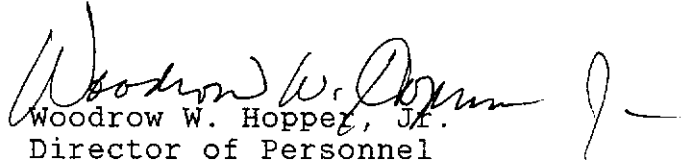
1. Arranges for calligraphy work on certificates and engraving on medals. Affixes official Departmental seal on certificates after signature of the Secretary.

2. Coordinates for signature of Secretary with Office of Executive Secretariat.

3. Returns awards to Assistant Secretaries, Solicitor and Inspector General for presentation as determined by approving authority.

4. Maintains historical records on all Departmental Honor Awards.

5. Provides technical advice.


Woodrow W. Hopper, Jr.
Director of Personnel